Northumberland County Council
JOB DESCRIPTION

<table>
<tr><td colspan="2">Post Title: Teaching Assistant (Level 1)</td><td colspan="2">Director/Service/Sector : Children’s Services</td><td>Office Use</td></tr>
<tr><td colspan="2">Band: 2</td><td colspan="2">Workplace:</td><td rowspan="2">JE ref: SG16
HRMS ref:</td></tr>
<tr><td colspan="2">Responsible to: HLTA/ SENIOR TA/ LINE MANAGER MANAGING SUPPORT STAFF</td><td>Date:</td><td>Manager Level:</td></tr>
<tr><td colspan="5">Job Purpose: To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom</td></tr>
<tr><td>Resources</td><td>Staff</td><td colspan="3">Not Applicable</td></tr>
<tr><td></td><td>Finance</td><td colspan="3">Not Applicable</td></tr>
<tr><td></td><td>Physical</td><td colspan="3">Some shared responsibility for classroom equipment and materials.</td></tr>
<tr><td></td><td>Clients</td><td colspan="3">Relevant School pupils</td></tr>
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Duties and key result areas:

Support for Pupils

1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
2. Supervise and support children in their access of learning.
3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
5. Encourage children to play and interact with one another.
6. Encourage children to engage in, and participate in learning activities lead by the class teacher.
7. To encourage children to act independently as appropriate

Support for the Teacher

1. As directed by the class teacher:
    - Prepare the classroom prior to a lesson
    - Clear up after a lesson
    - Assist with the display of pupils’ work

2. Report to the classroom teacher, as agreed, on:
    - Pupil problems
    - Pupil progress
    - Pupil achievements

3. Undertake the maintenance of pupils records as directed by the class teacher.

4. Support the teacher in the management of pupil behaviour.

5. Gather information from parents and carers as directed by the class teacher.

6. Provide information to parents and carers as directed by the class teacher

7. Provide the classroom teacher with clerical and admin support, particularly:
    - Undertaking bulk photocopying
    - Word processing
    - Filing
    - Collecting money

Support for the Curriculum

1. Help pupils to understand instructions
2. Support pupil learning with respect to all of the local and national learning strategies
3. Support pupils in their use of ICT as directed by the class teacher
4. Prepare and maintain equipment and resources as directed by the class teacher.

Support for the School

1. Comply with all school policies relating to:
    - Health and Safety
    - Equal Opportunities
    - Child Protection
    - Confidentiality and data protection.

2. Work in such a way that you promote the ethos and vision of the school.

3. Participate in training and development and activities that contribute to the management of performance.

4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	

Northumberland County Council
PERSON SPECIFICATION

Post Title: Teaching Assistant -General (Level 1)	**Director/Service/Sector: Children's Services**	**Ref:** SG16
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Good numeracy and literacy skills;	Completion of DfES Teaching Assistant Induction Programme;	(a), (i), (t)
Experience		
Working with or caring for children of the relevant age	Basic clerical duties Working as a member of a team	(a)
Skills and competencies		
Appropriate First aid knowledge; Basic ICT skills Basic office skills: • Photocopying • Filing Can relate well to both children and adults Can work as a member of a team	Makaton Training Thrive Approach Experience Current restraint techniques Up to date Prevent and safeguarding training – Awareness of KCSiE	(a), (r)
Physical, mental and emotional demands		
An active post involving periods of standing with some kneeling, bending and stretching. Need to remain alert to monitor pupil activity, learning and health and safety risks. Some pupil and family contacts may occasionally prove upsetting.		
Other		
Willingness to participate in training and personal development	Willingness to lead afterschool club activities and support fundraising and events.	(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits