



## Job title: Teaching Assistant Level 1

Salary / grade range	Grade B-C SCP 3-5 £24,027 - £24,790 FTE Actual Salary £16,419 - £16,941
Location	Co-op Academy Woodslee
Reports to	Executive Head Teacher and Senior Leadership Team
Hours worked	28.35 hours per week, 39 weeks per year

### Purpose of role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Key accountabilities (and specific duties / responsibilities):

#### 1. Support for Pupils

- To have regard for the safety and well-being of the pupil at all times
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To encourage inclusion within the classroom

- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings or visits
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)

## **2. Support for Teachers**

- To receive instruction from teachers regarding the daily/weekly programme of activities and events
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision
- To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers
- Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school secretary

- To assist in the display of pupils' work to reflect their achievement
- To assist with tasks within the school's assessment procedures
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence

## **3. Support for the School**

- To attend appropriate staff meetings as required
- To be aware of all Health & Safety issues
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher
- To assist with the general supervision of children during breaktimes and/ or when required
- To be a proactive member of the school and class team
- To attend relevant professional development, in order to update knowledge
- To promote the policies and ethos of the school

#### **4. Support for the curriculum**

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment, indoors & outdoors

#### **GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

#### **SAFEGUARDING REQUIREMENTS:**

- All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the school commits to providing this training, e.g., via induction, on-line, briefings at staff meetings, Inset Days, etc., as appropriate.
- All staff should familiarise themselves with 'Keeping Children Safe in Education', Part 1 and local policies and procedures, as directed by the school.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with school policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children, they must report any concerns to the Designated Safeguarding Lead.

The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust; and The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as	How measured, e.g. application form (A),
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	'desirable'	interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good numeracy/literacy/ICT skills</li> <li>• Completion of DfES Teacher Assistant Induction Programme (can be obtained post employment via LEA)</li> <li>• NVQ2 for Teaching Assistants or equivalent</li> <li>• Participation in development and training opportunities</li> <li>• Evidence of further related training or interests</li> </ul>	Desirable Desirable  Desirable	AI AI  AI AI AI
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> <li>• Experience of working with children having a range of special needs</li> </ul>	Desirable  Desirable	AI  AI

<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position with these roles</li> <li>• Awareness of child protection legislation</li> <li>• Awareness of confidentiality and data protection</li> <li>• Knowledge and understanding of inclusion within the classroom</li> <li>• Ability to use basic technology-computer, video, photocopier</li> <li>• Willingness to support children in all activities</li> <li>• Appropriate knowledge of first aid.</li> </ul>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Commitment to the safeguarding of children and young people.</li> </ul>		<p>A</p>

Personal Qualities		
● Commitment to the safeguarding of children and young people.		AI
● Resilience		AI
● Flexible and adaptable		AI
● Can do attitude		AI
● Able to use initiative		AI
● Good team member		AI
● Good role model		AI
● Willingness to participate in the wider life of the school.		AI
● A commitment to personal professional development		AI
● Strong educational principles, centered on total inclusion and equality		AI
● Involvement in cross-curricular activities		AI
● High levels of emotional intelligence, honesty and professional integrity		AI
● All our colleagues are expected to demonstrate a commitment to co-operative values and principles,		

British Values and the Ways of Being Co-op.		
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

