South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Teaching Assistant – Level 1 (Mosaic Federation – Hedworthfield Primary School and Valley View Primary School)

GRADE: Band 3

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the Teacher in the management of pupils and the classroom. Work will usually be carried out in the classroom with the Teacher.

Key Tasks of the Post:

1. ***You will provide support to pupils. You will:***
   - Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
   - Supervise and support pupils ensuring their safety and access to learning.
   - Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
   - Promote the inclusion and acceptance of all pupils.
   - Encourage pupils to interact with others and engage in activities led by the Teacher.
   - Encourage pupils to act independently as appropriate.

2. ***You will provide support for the Teacher. You will:***
   - Prepare classroom as directed for lessons, clear away afterwards and assist with the display of pupils work.
   - Be aware of pupil problems/progress/achievements and report to the Teacher as agreed.
   - Undertake pupil record keeping as requested.
   - Support the Teacher in managing pupil behaviour, reporting difficulties as appropriate.
   - Gather/report information from/to parents/carers as directed.
   - Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

3. ***You will provide support for the curriculum. You will:***
   - Support pupils to understand instructions.

- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the Teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the Teacher and assist pupils in their use.

4. You will provide support for the school. You will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JC/KDS

Date: 11/09/2019