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| logo2 | **Park Way Primary School** |

**Job Description:** Teaching Assistant Level 1

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| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **HLTA /Class Teacher** |
| **Post Number** | **5062** |
| **Initial Agreed Date** | **October 2012** |

1. PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set. This may involve working with children with special educational needs or statements throughout the Key Stages. To assist the teacher with administration tasks to ensure the efficient education of pupils. To ensure the safety, welfare and good conduct of pupils during the lunch break, in accordance with the practices and procedures of the local authority.

1. DIMENSIONS

Budget: None

No of Children: Supporting individuals and groups of children in the context of the classroom environment.

Subordinates: None

1. PRINCIPAL ACCOUNTABILITIES

* Act positively to raise the self esteem of pupils and to promote positive attitudes to learning.
* Assist with learning activities ensuring health and safety of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils’ progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils’ wellbeing, health and safety.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Change clothes, clean and care for the personal cleanliness of the children, as laid out in KCC personal care guidelines.
* Accompany pupils on educational visits or off site activities during working hours, ensuring pupils are supervised as required and working under the direction of the teacher in charge.
* Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support teachers deliver the specific learning programmes set for each child.
* To supervise pupils in the dinner hall, playgrounds and around the school site.
* To work closely with HLTAs to ensure that play equipment is used effectively.
* Proactively engage children in developmental play over the playtime and lunchtime, either on the playground, or the field, or in the classroom. Teach them games and supervise their play activities.
* Actively seek to interact with all children ensuring that they have happy and safe playtimes and lunchtimes.
* Ensure that good standards of behaviour are maintained at lunchtime and that there is continuity of provision.
* Assist with the smooth running of the lunch hall. (eg. Supervising, ensuring that tables are clean, and the floor litter free).
* Take part in the schools’ performance management procedures relevant to this post.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) including development days, as required to ensure own continuing professional development.
* To carry out any additional duties that the headteacher may reasonably require from time to time to ensure the smooth running of the school and the welfare of pupils.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

1. NECESSARY EXPERIENCE

* Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills (GCSE grade C or equivalent).
* Previous experience (1-2 years) of working with children in an educational setting.
* Use basic technology (computer, video, photocopier)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Excellent behaviour management strategies.
* The ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Ability to work on own initiative.
* Understanding of the basic principles of Assessment for Learning.
* Effective positive working relationships with staff to ensure pupils’ needs are met.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.

1. SCOPE FOR IMPACT

Support staff in schools should make a strong contribution to pupils’ learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils’ learning and must have a significant impact on pupils’ achievement.

1. JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

1. ORGANISATION

The post holder will;

* Be directly line managed by the HLTA though on a day to day basis they may be working under the direct *supervision* of a class teacher.
* Support teachers in identified administration tasks such as collecting money, putting up displays, photocopying and preparation of resources.
* Teaching Assistants will also be required to carry out lunchtime duties as required by the school.

I have read and understood my job description and I am happy that this accurately describes my role.

Name/signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_