

## West Borough Primary School Job Description



**Job Title:** Teaching Assistant Level 1

**Reports to:** SENCo

**Current Grade:** KR3

**Core hours of work;**  
0830 – 1515 with 30 minutes for lunch

### **Purpose**

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with Education Health Care Plans or additional educational needs throughout the Key Stages. To also assist the Class Teacher with administration tasks to ensure the effective education of the 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

### **Accountability**

- Provide teaching support to individuals or groups of pupils as required by the class teacher to;
  - Clarify tasks for pupils
  - Monitor their learning and address difficulties encountered
  - Promote independent learning and reaching of targets set
- Assist in the drawing up, undertaking of and record keeping of specific intervention programmes, e.g. speech therapy, spelling, writing, maths, etc. either in withdrawal groups or within the classroom to ensure delivery of individual's targets.
- Raise self-esteem and promote positive behaviour patterns and discipline in working with pupils to assist their education and progress.
- Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure efficient and effective teaching. Also assist the class teacher with displaying pupils' work.
- Undertake playground supervision to ensure the continued safety and welfare of pupils, including first aid duties, where assigned, with appropriate first aid training.
- Accompany pupils/ teachers on educational journeys/ on or off site activities during allocated working hours, ensuring pupils are supervised as required and working under the direction of the teacher in charge.
- Take part in the school's Performance Management procedures in order to identify strengths and undertake relevant professional development to meet individual and school needs.
- Undertake such administrative tasks/ duties as; collecting money, bulk photocopying, producing class lists, processing pupil assessment data, coordinating standard letters
- To carry out duties that the Headteacher may from time to time require.
- To undertake relevant behaviour management training and follow the school's behaviour management policies
- Supervise pupils in the dining areas, playgrounds or other parts of the School premises.
- To work with the children to increase the social aspect of the playground and to help children develop their own social/play skills and physical well-being.
- To work closely with the HLTA to implement play equipment in the School to promote and develop play and where appropriate to complement activities undertaken in PE lessons
- Ensure good standards of behaviour by the pupils are maintained during lunchtime.

- Assist in dealing with problems arising from inappropriate behaviour and report such matters to the SLT.
- Assist with associated ancillary duties (e.g. cleaning up spillages, ensuring tables are clean, etc).
- Change clothes, clean and care for the personal cleanliness of the children as appropriate, as laid out by KCC Personal Care Guidelines.
- Proactively engage children in developmental play and sporting activities in the playground.

On limited occasions, the Teaching Assistant may be requested to supervise the class for a short period of time in the teacher's absence.

As a member of staff, all Teaching Assistants will have responsibility for the consistent implementation of the school's policies and procedures, including Safeguarding and Health and Safety requirements

## **I. Personal Specification/ Necessary Experience**

To be able to demonstrate;

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills.
- Previous experience (1-2 years) of working with children.
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Empathy and understanding with pupils of all ages
- Excellent behaviour management strategies
- Excellent organisational and inter-personal skills
- Effective positive working relationships with staff to ensure pupils' needs are met
- Systematic and methodical approaches to monitoring provision and record keeping
- Ability to work on own initiative
- Understanding of the basic principles of assessment for learning

## **Organisation;**

The post holder will;

- Be directly line managed by the class teacher or designated member of staff.
- Be required to support teaching and learning activities to individual pupils and groups of pupils
- Carry out lunchtime duties as required by the school
- Support class teachers in identified administration tasks such as collecting money, putting up displays, photocopying and preparation of resources.