

# Job Profile

## Teaching Assistant

### Level 1



<b>Job purpose:</b>	To work under the direct instruction of teaching/senior staff to support pupils. To provide general support for the safety, welfare and good conduct of pupils during the mid day break.		
<b>Reporting to:</b>	Headteacher/School Business Manager/Teachers/other senior school staff		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Pupils, teachers, senior staff.		
<b>Grade of post:</b>	G2	<b>Gauge ref:</b>	A23287
<b>Disclosure level:</b>	Enhanced		

#### Job Outline

- To support pupils in their social and environmental well being and reporting any problems to the teacher as appropriate.
- To establish good relationships with pupils, acting as a role model.
- To encourage pupils to interact with each other.
- To support the teacher in managing pupil behaviour.
- To supervise pupils during mid day break in the dining hall, toilets, classrooms and school premises
- To assist individual pupils with eating if required
- To clean spillages and ensure that tables are clean during meal times.
- To assist with first aid, sickness and other welfare issues
- To be aware of the schools behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for “wet play”

#### Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

#### Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

# Person Specification / Selection Criteria

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#### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and learning need		D	A, I

#### B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards		D	A, I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I

#### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Some knowledge of children's games and activities		D	A, I
Understanding of child development and learning processes		D	A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I