**Broughton Jewish Cassel Fox Primary School**

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| **Post title: Teaching Assistant – Level 1** | | | |
| **Grade** | Grade 1B | **Staff**  **responsibility:** | No |
| **Scope of Work – appropriate for this post:**  To work under the direct instruction of teaching/senior staff and usually in the classroom with a teacher to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. | | | |
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| **Accountabilities/Responsibilities – appropriate for this post may include:**  **Support for Pupils** Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self- esteem and encourage pupils to act independently as appropriate.Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.Promote the inclusion and acceptance of all pupils.To assist and encourage pupils in self-help and self-care and to be part of the self-care team engaged in toileting, changing and training all pupils requiring this type of care, and to undertake laundry/cleaning duties.Attend to pupil’s personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.Assist the teacher to supervise and support pupils ensuring their safety and access to learning.Encourage pupils to interact and engage in activities led by the teacher. **Support for Teacher**   * Assisting with the display of pupils’ work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards. * Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use. * Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed. * Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate. * Be aware of pupil problems/progress/achievements and report to the teacher as agreed**.**   **Support for the Curriculum**   |  | | --- | | * Support pupils to understand instructions from the teacher. |   **Support for the School**   * Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc. * 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. * Contribute to the overall ethos/work/aims of the school. * Attend relevant meetings as required and participate in training and other learning activities and performance development as required. * Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate. * Accompany teaching staff and pupils on trips and visits and other school activities as required. | | | |

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| **Contract Details** | To be confirmed |
| **Conditions** | The person appointed may be required to work additional hours so support the school’s needs. |
| **Hours of Duty** | *To be confirmed*    *Daily working pattern may be subject to change to meet the needs of the school.*  *The post holder may, on occasions, be required to undertake paid overtime outside of normal school hours with due notice.* |
| **Additional :** | To support and demonstrate a commitment to the distinctive Jewish ethos of the school. |

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

Broughton Jewish Cassel Fox is committed to protecting and promoting the welfare of children.

**KEY QUALIFICATIONS/KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS**

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| Experience: | * Experience of working with children of relevant age. * Experience of working with pupils with additional needs. |
| Qualifications/Training: | * Very good Numeracy/literacy skills (equivalent to NVQ 2 in English and Maths). * Working towards NVQ 2 for Teaching Assistants or equivalent qualification or experience. * Where designated to work in a particular curriculum area, to work towards NVQ 2 in that subject area. |
| Knowledge/Skills: | * Ability to relate well to children and adults. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |