

Job Title: Level 1 Teaching Assistant, Primary Department

Employed by: NCBIS to support the vision, positive ethos and policies of the school

Responsible to: Head of Primary, working under the direction of the class teacher on a day to day basis.

Qualifications: Degree

Summary: The position of Teaching Assistant is a under the Head of Primary's direction, the post holder will assist in meeting the personal, social and curriculum needs of pupils and to establish positive relationships with pupils.

Working hours: To be in school by 7.30am until 3.30pm (4.00pm on Monday) and 3.00pm (Thursday). To attend relevant staff meetings and other professional school-related activities, including those out of working hours, as required or directed by the Head of Primary.

KEY DUTIES OF THE ROLE:

Support for the Teacher

1. Assisting with the display of pupils' work and the preparation of the classroom and equipment as directed for lessons and clear up afterwards.
2. Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use.
3. Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed.
4. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Support for the Pupils

1. 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.
2. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.

3. Promote the inclusion and acceptance of all pupils.
4. Attend to pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
5. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
6. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
7. Encourage pupils to interact and engage in activities led by the teacher.

Support for the Curriculum

1. Support pupils to understand instructions from the teacher.
2. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, foundation stage etc. as directed by the teacher.

3. Support pupils in using basic ICT as directed.

General Tasks

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. 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.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
6. Accompany teaching staff and pupils on trips and visits and other school activities as required.
7. To undertake other duties from time to time as the class teachers and Head of Primary require.

LEVEL 1 TEACHING ASSISTANT person specification		Desirable	Essential
Qualifications			
	<ul style="list-style-type: none"> Educated to degree level. Holds CACHE Level 2 Award - (or equivalent qualification). Holds IELTS – minimum overall score of 5.5 (writing 5). Holds Google Certified Educator Level 1 Award 	 ✓ ✓	 ✓ ✓
Experience			
	<ul style="list-style-type: none"> Experience working with children of relevant age in a recognised British school environment (or recognised equivalent). 	✓	
Professional Knowledge, Understanding and Skills			
	<ul style="list-style-type: none"> Appropriate knowledge of first aid. Ability to relate well to children and adults. Ability to work constructively as part of a team, understanding classroom roles and responsibilities. Good numeracy and literacy skills. Effective use of ICT and equipment/ technology to support learning. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. Basic understanding of child development and learning. 	 ✓ ✓ ✓ ✓	 ✓ ✓ ✓

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