

## **EDUCATION SERVICES DIRECTORATE JOB DESCRIPTION**

<b>JOB TITLE:</b> Teaching Assistant – Level 1	<b>SCHOOL:</b>
<b>POST NUMBER:</b>	<b>GRADE:</b> 4
<b>SALARY RANGE:</b> Spinal Pts. 11-13	<b>HOURS:</b>
<b>POST STATUS:</b>	<b>WORKING YEAR:</b> 43.21 weeks

*Conditions of service are those specified by the National Joint Council for Local Government Services*

### **GENERAL INFORMATION**

Work under the instruction of the teaching staff and nominated Teaching Assistants to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom. This will include the preparation and routine maintenance of resources / equipment. Work with pupils will be carried out in the classroom.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **1. Support for Pupils**

- a) Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid, and welfare matters.
- b) Supervise and support pupils, ensuring their safety and access to learning.
- c) Establish constructive relationships with pupils and interact with them according to individual needs.
- d) Promote the inclusion and acceptance of all pupils.
- e) Encourage pupils to interact with others, and engage in activities led by the teacher.
- f) Encourage pupils to act independently as appropriate.

#### **2. Support for the Teacher**

- a) Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- b) Ensure the timely and accurate preparation of routine equipment / materials as set out in instructions.
- c) Be aware of pupil problems / progress / achievements, and report to the teacher as agreed.
- d) Undertake pupil record keeping as directed.

- e) Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- f) Provide routine clerical tasks eg. photocopying, typing, filing, collecting money etc.

### **3. Support for the Curriculum**

- a) Support pupils in understanding instructions.
- b) Support pupils in respect of local and national learning strategies eg. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- c) Support pupils in using basic ICT as directed.
- d) Prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- e) Monitor and arrange the orderly and secure storage of stock and supplies.

### **4. Support for the School**

- a) 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.
- b) Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Facilitate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtimes.
- h) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities.