



## Job Description and Particulars of Appointment

### Details of Post

- Title: **Teaching Assistant – Level 1**
- School/ Federation/Academy/Trust: **TrustEd Schools**
- Main Workplace: **Oldbury Wells School**
- Grade: **Grade 4, SCP 5**

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. An online search will be undertaken as part of due diligence checks during the shortlisting process.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

*We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands. We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.*

### Purpose of Post

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 e.g. 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 e.g. 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.

## Person Specification

Attributes	Essential (✓)	Desirable (✓)	Method used to gather information (A – Application form I – Interview T – Test P – Presentation)
<b>Qualifications</b>			
Good standard level of Education	✓		A
5 G.C.S.E or equivalent, including Maths and English		✓	A
City & Guilds 7321 in Support for Learning or equivalent		✓	A
First Aid qualification		✓	A
<b>Work or relevant experience</b>			
Experience with working with children or vulnerable adults		✓	A
Experience with working in an educational setting or other relevant environment		✓	A
Some knowledge of classroom administration support		✓	A
<b>Knowledge and understanding</b>			
An awareness of school-based education including child development		✓	A
<b>Skills and Abilities (relevant to post)</b>			
Good communication skills and ability to relate well to children, staff, and parents	✓		A & I
Evidence of working well as part of a team		✓	A & I
Interest in ICT and the willingness to update skills and undertake further training		✓	A & I
<b>Personal Qualities</b>			
Ability to bring to the role, initiative, enthusiasm, and commitment	✓		I
Flexibility and reliability	✓		I
Willingness to develop skills with further training	✓		I