

## Job Description

<b>Employer Name:</b>	Genesis Education Trust
<b>Job Title:</b>	Teaching Assistant Level 1 or 2
<b>Reports To:</b>	SENCO/SLT
<b>Pay Grade:</b>	Scale 2 or 3 (depending on experience)
<b>Role Summary:</b>	
<p><b>Teaching Assistant Level 1 (Scale 2):</b> To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher; to support access to learning for pupils individually and in small groups (<i>usually up to 5 - 8</i>); and provide general support to the teacher in the management and care of pupils and the classroom.</p> <p><b>Teaching Assistant Level 2 (Scale 3):</b> To work under the instruction/guidance of teaching/senior staff to undertake work/care/bespoke support programmes; to enable access to learning for individual pupils and those in small to medium groups (<i>usually up to 8 to 15</i>); and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside in the main teaching area.</p>	
<b>Main Duties and responsibilities –TA Level 1:</b>	
<p><b>1. Support for pupils</b></p> <ul style="list-style-type: none"> <li>1.1 Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters</li> <li>1.2 Supervise and support pupils ensuring their safety and access to learning</li> <li>1.3 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>1.4 Promote the inclusion and acceptance of all pupils</li> <li>1.5 Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>1.6 Encourage pupils to act independently as appropriate</li> <li>1.7 Willing and able to work with all pupils from Reception to year 6, and SEN to G&amp;T.</li> </ul>	

## **2. Support for teacher**

- 2.1 Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- 2.2 Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- 2.3 Undertake pupil record keeping as requested
- 2.4 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- 2.5 Gather/report information from/to parents/carers as directed
- 2.6 Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

## **3. Support for the curriculum**

- 3.1 Support pupils to understand instructions
- 3.2 Support pupils in respect of local and national learning strategies e.g., literacy, numeracy, early years, and related programs, as directed by the teacher.
- 3.3 Support pupils in using basic ICT as directed
- 3.4 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## **4. Support for the school**

- 4.1 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
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 4.3 Contribute to the overall ethos/work/aims of the school
- 4.4 Appreciate and support the role of other professionals
- 4.5 Attend relevant meetings as required
- 4.6 Participate in training and other learning activities and performance development as required
- 4.7 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- 4.8 Accompany teaching staff and pupils on visits, trips and out of school activities as required

## **Person Specification-Teaching Assistant Level 1.**

### **1. Experience**

- 1.1 Working with or caring for children of relevant age
- 2. Qualifications
  - 2.1 Good numeracy/literacy skills
  - 2.2 Willingness to complete DfES Teacher Assistant Induction Programme
  - 2.3 Participate in development and training opportunities
  - 2.4 Willingness to obtain first aid qualification desirable

### **3. Knowledge, Skills and Abilities**

- 3.1 Appropriate knowledge of first aid
- 3.2 Use basic technology – computer, video, photocopier
- 3.3 Ability to relate well to children and adults
- 3.4 Work constructively as part of a team, understanding classroom roles and responsibilities  
and your own position within these

## **Main Duties and responsibilities –TA Level 2:**

### **1. Support for pupils**

- 1.1 Supervise and provide particular support for all pupils, (including those with special needs), ensuring their safety and access to learning activities.
- 1.2 Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- 1.3 Establish constructive relationships with pupils and interact with them according to individual needs
- 1.4 Promote the inclusion and acceptance of all pupils
- 1.5 Encourage pupils to interact with others and engage in activities led by the teacher
- 1.6 Set challenging and demanding expectations and promote self-esteem and independence
- 1.7 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

## **2. Support for teachers**

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 2.2 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 2.3 Assist with the planning of learning activities
- 2.4 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- 2.4 Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- 2.5 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 2.6 Establish constructive relationships with parents/carers
- 2.7 Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- 2.8 Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc

## **3. Support for curriculum**

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- 3.2 Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
- 3.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **4. Support for school**

- 4.1 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
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 4.3 Contribute to the overall ethos/work/aims of the school

- 4.4 Appreciate and support the role of other professionals
- 4.5 Attend and participate in relevant meetings as required
- 4.6 Participate in training and other learning activities and performance development as required
- 4.7 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 4.8 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### **Person Specification-Teaching Assistant Level 2.**

#### **1. Experience**

- 1.1 Working with or caring for children of relevant age

#### **2. Qualifications**

- 2.1 Good numeracy/literacy skills
- 2.2 Completion of DfES Teacher Assistant Induction Programme
- 2.2 NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- 2.3 Training in the relevant learning strategies e.g. literacy
- 2.4 First aid training/training as appropriate

#### **3. Knowledge, Skills and abilities**

- 3.1 Knowledge and ability to use ICT effectively to support learning
- 3.2 Reasonable word processing skills
- 3.3 Use of other equipment technology – video, photocopier
- 3.4 Understanding of relevant policies/codes of practice and awareness of relevant legislation
- 3.5 General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- 3.6 Basic understanding of child development and learning
- 3.7 Ability to self-evaluate learning needs and actively seek learning opportunities

- 3.8 Ability to relate well to children and adults
- 3.9 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**General Information**

<b>Equality of Opportunity</b>	<ul style="list-style-type: none"> <li>• As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"> <li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>• To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
<b>To contribute as an effective and collaborative member of the School team</b>	<ul style="list-style-type: none"> <li>• Any other duties as reasonably required by any manager of the school.</li> <li>• Participating in the ongoing development, implementation and monitoring of the business plans.</li> <li>• Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Being aware of and complying with policies and procedures relating to child protection.</li> </ul>