

# JOB DESCRIPTION

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| **Post Title:** | Teaching Assistant - General/Additional Learning Needs (Level 1) | **Department / Service:**  | Education |
| **Hours:** | 25 | **Level:** | G01 |
| **Location:** | Ysgol Y Foryd  | **Job Evaluation Number:**  | GP0007 |
| **Responsible to:** | Headteacher  | **Responsible For: (Staff)** | Nil |

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| **Job Purpose:** |
| * To work usually in the classroom under the direct instruction of teaching/senior staff.
* 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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| **Duties and Responsibilities - Job Specific (Support for Pupils)** |
|  | Attend to the pupils’ personal needs, and implement related personal programmes including social, health, physical, hygiene, first aid, toileting, feeding and mobility. |
|  | Following training, administer medication in accordance with the procedures for LEA and school policies. |
|  | Supervise and support pupils ensuring their safety and access to learning. |
|  | Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. |
|  | Promote the inclusion and acceptance of all pupils. |
|  | Encourage pupils to interact with others and engage in activities led by the teacher. |
|  | Encourage pupils to act independently as appropriate. |
|  | Support for pupil(s) with additional learning needs. |

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| **Duties and Responsibilities - Job Specific (Support for the Teacher)** |
|  | Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils’ work. |
|  | Be aware of pupil problems/progress/achievements and report to the teacher as agreed. |
|  | Undertake pupil record keeping as requested (pupil information). |
|  | Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. |
|  | Provide clerical/admin. support, e.g. photocopying, typing, filing, collecting money, etc. |

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| **Duties and Responsibilities - Job Specific (Support for the Curriculum)** |
|  | Support pupils to understand instructions. |
|  | Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher. |
|  | Supporting pupils in using basic ICT as directed. |
|  | Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. |

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| **Duties and Responsibilities - Job Specific (Support for the School)** |
|  | Be aware 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. |
|  | Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. |
|  | Contribute to the overall ethos/work/aims of the school. |
|  | Appreciate and support the role of other professionals. |
|  | Attend relevant meetings as required. |
|  | Participate in training and other learning activities and performance development as required. |
|  | Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. |
|  | Accompany teaching staff and/or pupil(s) on visits, trips and out-of-school activities as directed by the school. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** **Teaching Assistant - General/Additional Learning Needs (Level 1)**

**Date:**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Working with or caring for children of relevant age | AF/I | E |  |
| Good numeracy/literacy skills | AF/I | E |  |
| Completion of an Induction Programme | AF/I | E |  |
| Participate in development and training opportunities | AF/I | E |  |
| Appropriate knowledge of first aid. (If appropriate to the post) | AF/I | E |  |
| Ability to relate well to children and adults. | AF/I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| ***Supervision & Management*** | N/A |  |  |  |
| **Creativity & Innovation** | N/A |  |  |  |
| **Contacts &** **Relationships** | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | AF/I | E |  |
| **Decisions / Recommendations** | N/A |  |  |  |
| **Resources** | N/A |  |  |  |
| **Physical Demands** | Use of basic technology - computer, video and photocopier. | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)

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| **Expected Skill/Level Equivalent** | **Level 1****Induction/Basic Skills** | **Level 2** | **Level 3****Specialist Knowledge/skills** | **Level 4****Specialism/Higher Level Teaching Assistant MGT Responsibilities** |
| **Teaching Assistant Supporting & Delivering Learning** | **Working under direction/ instruction****Supporting access to learning*** welfare/personal care
* small groups/one to one
* general clerical/organisational support for teachers
 | **Working under instruction/ guidance****Enabling access to learning*** welfare/personal support – SEN
* delivery of pre-determined learning/care/support programmes
* implement literacy/numeracy programmes
* assist with planning cycle
* clerical/admin support for teacher/department
 | **Working under guidance****Delivering learning*** involved in whole planning cycle
* implement work programmes
* evaluation & record keeping
* cover supervisor
* specialist SEN/subject/other support
 | **Working under an agreed system of supervision/manage-ment****Delivering learning****Specialist knowledge resource*** lead planning cycle under supervision
* delivering lessons to groups/whole class
* management of other staff
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| **Teaching Assistant Behavior/ Guidance** |  |  | **Working under guidance****Delivering learning*** pastoral support
* learning mentors
* behaviour support
* exclusions, attendance
 | **Working under an agreed system of supervision****Manage system/procedures/policy:*** pastoral support
* mentoring/counselling
* behaviour
* exclusions/attendance
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