



# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	<b>This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	
<b>POST TITLE</b>	<b>TEACHING ASSISTANT – LEVEL 1</b>
<b>ROLE PROFILE</b>	<b>LD 2</b>
<b>TOOLKIT JOB REF NUMBER</b>	<b>ToolkitJD13a</b>
<b>GRADE</b>	<b>2 (inclusive of JWCs) Mainstream School 3 (inclusive of JWCs) Special School</b>
<b>RESPONSIBLE TO</b>	<b>Line Manager as defined in staffing structure</b>
<b>RESPONSIBLE FOR</b>	<b>As defined in staffing structure</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<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 AND PROVIDE GENERAL SUPPORT TO THE TEACHER IN THE MANAGEMENT OF PUPILS AND THE CLASSROOM</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<b>GOOD LITERACY/NUMERACY SKILLS COMPLETION OF DfE TEACHER ASSISTANT INDUCTION PROGRAMME PARTICIPATION IN DEVELOPMENT AND TRAINING OPPORTUNITIES</b>

## **JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT – LEVEL 1**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Main Duties and Responsibilities**

##### **SUPPORT FOR PUPILS**

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

##### **SUPPORT FOR THE TEACHER**

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

##### **SUPPORT FOR THE CURRICULUM**

13. Support pupils to understand instructions
14. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
15. Support pupils in using basic ICT as directed
16. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

17. 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
18. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
19. Contribute to the overall ethos/work/aims of the school
20. Appreciate and support the role of other professionals
21. Attend relevant meetings as required
  
22. Participate in training and other learning activities and performance development as required
23. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
24. Accompany teaching staff and pupils on visits, trips and out of school activities as required
25. Any other related duties as they may arise.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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