



Job Description

Job Title: Teaching Assistant – Level 1
Department/Directorate: Education and Libraries

Grade: 2

Job Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ◆ Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- ◆ Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- ◆ Actively engage in the pre-determined educational activities and work programmes at a basic level. including the administration of baseline tests, and the use of information technology as appropriate.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and discipline of pupils provide support with within the procedures of the school/service, reporting any difficulties as appropriate.
4. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encouragement.
5. Ensure that pupils are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;

- assist with the identification and monitoring of children's general health and welfare.
12. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 13. Support and contribute to the overall ethos/work/aims of the school.
 14. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
 15. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
 16. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
 17. Attend and participate in relevant meetings as required.
 18. Assist the teacher in supporting volunteer helpers or students in the classroom.
 19. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

NOTE

There is no requirement for a Teaching Assistant to attend for work outside the contractual hours of work for the post. Any attendance of a Teaching Assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Teaching Assistant and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate.

If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

Responsible for:

Responsible to:

Date Reviewed: May 2005



Job Description

Job Title: Teaching Assistant – Level 2

Grade: 3

Department/Directorate: Education and Libraries

Job Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ◆ Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- ◆ Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.

- Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
1. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
2. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
3. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
4. Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
5. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
6. Ensure that pupils are able to safely use equipment and materials provided.
7. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
8. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
9. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
10. Assist the teacher with the administration of baseline tests.
11. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
12. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.

13. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
14. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assist with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
15. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Support and contribute to the overall ethos/work/aims of the school.
17. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
18. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
19. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
20. Attend and participate in relevant meetings as required.
21. Assist the teacher in supporting volunteer helpers or students in the classroom.
22. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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Responsible for:

Responsible to:

Date Reviewed: May 2005



Job Description

Job Title: Higher Level Teaching Assistant – Level 3
Department/Directorate: Education and Libraries
Location: Mainstream

Grade: 4

Job Purpose

To work collaboratively with the responsible classroom teacher in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to children/young people.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and supervision of teaching/senior staff:

- Undertake appropriate planning and preparation of lessons and courses for individuals, groups and whole classes.
- Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
- Assess the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.
2. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
5. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
6. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
7. Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
8. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
11. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
12. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
13. Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
14. Assist the teacher in monitoring and analysing records of pupils' progress.

15. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
16. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
17. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. Support and contribute to the overall ethos/work/aims of the school.
19. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
20. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
21. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
22. Attend and participate in relevant meetings as required.
23. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
24. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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Responsible for:

Responsible to:

Date Reviewed: May 2005

Person Specifications

Job Title: Teaching Assistant		Grade: LEVEL 1	
Skills and Abilities		<ul style="list-style-type: none"> • To be able to work constructively as part of a team • To be able to use basic technology such as a computer, a video recorder and a photocopier 	
Experience		<ul style="list-style-type: none"> • Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age 	
Educational		<ul style="list-style-type: none"> • Good literacy and Numeracy skills 	
Job Title: Teaching Assistant		Grade: LEVEL 2	
Knowledge		<ul style="list-style-type: none"> • Understanding of relevant codes of practice/ and legislation • Basic understanding of child development and learning • Training in relevant learning strategies 	

Skills and Abilities	<ul style="list-style-type: none"> • To effectively use ICT and use of other equipment – video, photocopier • Ability to relate well to children and adults • To work constructively as part of a team • Ability to self evaluate learning needs
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with specific special needs
Educational	<ul style="list-style-type: none"> • Good literacy and numeracy skills • NVQII for Teaching Assistants or equivalent qualifications and experience
Job Title: Higher Level Teaching Assistant (Mainstream) Grade: LEVEL 3	
Knowledge	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning programmes • To understand the principles of child development and learning processes and in particular, barriers to learning • Full understanding of the range of support services and providers

Skills and Abilities	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving • Ability to self evaluate learning needs • Ability to relate well to children and adults • Ability to work constructively as part of a team • Ability to utilise ICT effectively to support learning
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/specific special needs
Educational	<ul style="list-style-type: none"> • Excellent Literacy and Numeracy skills equivalent to NVQ 2 in English and Maths • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths • Meet Higher Level teaching Assistant standards
Job Title: HLTA Manager (Mainstream) Grade: LEVEL 4	
Knowledge	<p>Full working knowledge of relevant policies/codes of practice and understanding of relevant legislation</p> <p>A working knowledge of national curriculum and other relevant learning programmes</p> <p>Understanding of the principles of child development and learning processes and in particular, barriers to learning</p> <p>A full understanding of the range of support services and providers</p>

<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving • Ability to self evaluate learning needs • Ability to relate well to children and adults • To work constructively as part of a team • Effective organisational skills • Ability to organise, lead and motivate a team
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with general/specific special needs • Experience of supervising a team
<p>Educational</p>	<ul style="list-style-type: none"> • NVQ 3 for Teaching Assistants or equivalent qualification or experience • Excellent literacy/numeracy skills equivalent to NVQ2 in English and Maths • Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths • Meet Higher Level Teaching Assistant standards
<p>Special Requirements (ALL)</p>	<p>For posts that are subject to Protection of Children Regulations the following statement must be annotated: * "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment" * Delete as appropriate</p>