



## **Russell Street School JOB PROFILE**

**POST TITLE: Teaching Assistant (Level 1)**

**GRADE: MK3**

**RESPONSIBLE TO: Headteacher**

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### **JOB PURPOSE**

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.

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### **PRINCIPAL ACCOUNTABILITIES**

*This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.*

#### **Support for Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- 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 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
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

#### **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

### **Support for the School**

- 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
- 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
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

<b><i>Person Specification (TA Level 1)</i></b>	
<b>Experience</b>	
Working with or caring for children of relevant age	
<b>Knowledge</b>	
Appropriate knowledge of first aid (D) Use basic technology – computer, video, photocopier Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Ability to communicate effectively, both verbally and in writing	
<b>Education, Training and Qualifications</b>	
Good numeracy/literacy skills (GCSE or equivalent) Evidence of qualification relevant to education (NVQ 2 or above)	
<b>Other Requirements</b>	
Participate in development and training opportunities Commitment to uphold the school/Council's equalities policy Willingness to be flexible with working hours to respond to the school's needs	