


**BRACKNELL FOREST COUNCIL****JOB DESCRIPTION**

Job Title: Teaching Assistant Level 1	Section/Location: The Pines School
	Grade/Salary Range: Grade K (SCP 1-3) £9.50 to £9.79 per hour; £18,333 to £18,887 FTE;
TL1	Working Pattern: 8.30am to 3.30pm, 32.5 hours a week Term time only, plus 2 INSET days

**JOB PURPOSE**

To provide general support to the teacher in the management of individual and groups of pupils and the classroom. Under the direct instruction of teaching staff to work with pupils in the classroom to provide physical/general care and assist with their learning.

**DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE**

Responsible to the class teacher, SENCo and Senior Leadership Team and will be deployed to meet pupil needs across the school as required.

**MAIN DUTIES AND RESPONSIBILITIES**

Under direct instruction of teaching/senior staff:-

**Teaching Assistant role**

Key duties:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions and support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
- Mark pupil's work and record progress, administer tests, and invigilate assessment
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Administer first-aid/medicines to pupils as required.

**1:1 Teaching Assistant role**

- Help support and implement the child's Education, Health care plan (EHCP)
- Help pupil undertake daily activities set by the teacher in the classroom or in a nearby withdrawal situation

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- Taking into account the Special Education Needs (SEN) involved. To aid the child to learn as effectively as possible both in groups or individually, for example:
- Motivating and encouraging the child as required
- Clarifying, explaining and supporting their learning
- Supporting their educational, emotional and/or physical needs as required whilst developing their independence
- Liaising with class teacher devising and making complementary learning activities
- To contribute to the maintenance of the child's progress records, Individual Education Plan (IEP).
- To participate in the evaluation of the support programme
- To provide regular feedback about the child to the teacher and parents.

### **Lunchtime controller role**

- To assist children and encourage independence when eating
- To ensure that good hygiene levels are adhered to at all times
- Supporting the organisation of the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure. Adhering to risk assessments as appropriate.
- To participate in pupil's play and organize games
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities and changing nappies/toileting duties
- Activities will occur both inside and outside

### **Supporting the whole school**


- Actively support the school's equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.
- Assist with the supervision of pupils out of lesson times and accompany school trips and other out of school activities and take responsibility for a group under the supervision of the teacher.
- To support additional provision as required
- Comply with all policies and procedures relating to child protection, safeguarding, health and safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- Undertake any other similar duties as required by the classteacher, SENCo or member of SLT.

### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

Under direction the postholder will be responsible for the management of classroom resources the replenishment of materials, setting up of the classroom and ensuring the safety of the teaching environment.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL  
PERSON SPECIFICATION**

Job Title: Teaching Assistant Level 1	Section:
	Grade/Salary Range: Grade K (SCP1-3)

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	Good numeracy and literacy skills (both written and oral)	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>An enthusiasm, interest and sensitivity for working with children.</p> <p>Willingness to learn new skills, to be confident and assertive.</p> <p>Able to be both flexible and show initiative to meet the competing demands from pupils, parents and school.</p> <p>Experience of working with or caring for children of relevant age.</p> <p>Knowledge of basic first aid.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to use basic technology and IT</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p>	
<b>Work-related Personal Requirements</b>	<p>Committed to equality of opportunity</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	
<b>Other Work Requirements</b>	<p>Participate in training and development activities</p> <p>Suitability to work with children.</p>	

## Unrestricted

At The Pines we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.