

# Job Description



<b>SCHOOL:</b>	<b>SECTION:</b>
<b>POST TITLE: Associate Professional (Teaching Assistant ) – Level One</b>	
<b>POST REFERENCE NO:</b>	<b>GRADE: 2</b>
<b>RESPONSIBLE TO: Head teacher, working under the instruction / guidance of teaching staff and or Higher Level Teaching Assistants</b>	
<b>EMPLOYEE SUPERVISION:</b>	

<b>DATE AGREED:</b>	<b>BY WHOM:</b>
<p><b>PURPOSE OF THE JOB</b></p> <p>To work under the direct instruction of teaching/senior staff or appropriate Teaching Assistant Staff. To undertake work/care/support programmes to enable access to learning for pupils to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.</p> <p>Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.</p>	

<p><b>KEY AREAS</b></p> <p>Support for Pupils.</p> <p>Support for Teachers.</p> <p>Support for the Curriculum.</p> <p>Support for the School.</p>
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## **DUTIES AND RESPONSIBILITIES**

### **1. Support For Pupils**

- i) Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- ii) Supervise and support pupils ensuring their safety and access to learning
- iii) Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- iv) Promote the inclusion and acceptance of all pupils
- v) Encourage pupils to interact with others and engage in activities led by the teacher
- vi) Encourage pupils to act independently as appropriate
- vii) Support pupils in accessing learning activities as directed by the teacher.

### **2. Support for the Teacher**

- i) Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- ii) Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- iii) Undertake pupil record keeping as requested and other basic record keeping
- iv) Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- v) Gather/report information from/to parents/carers as directed
- vi) Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc
- vii) Ensure the maintenance of a clean and orderly working environment
- viii) Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- ix) Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils



### **3. Support for the Curriculum**

- i) Support pupils to understand instructions
- ii) Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- iii) Support pupils in using basic ICT as directed
- iv) Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- v) Monitor and arrange orderly and secure storage of supplies
- vi) Operation of every day equipment in accordance with instructions
- vii) Maintenance of every day equipment, check for quality/safety
- viii) Undertake simple repairs and report other damages

### **4. Support for the School**

- i) 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
- ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- iii) Contribute to overall ethos/work/aims of the school
- iv) Appreciate and support the role of other professionals
- v) Attend relevant meetings and participate as required
- vi) Participate in development and other learning activities and performance development opportunities as required
- vii) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities
- viii) Accompany teaching staff and pupils on visits, trips and out of school activities as required

### **5. General**

- i) To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher



- ii) Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures
- iii) To develop and promote high standards throughout Barnsley Children, Young People and Families Service

#### **6. Other**

- i) Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

**DATE JOB DESCRIPTION REVISED: May 2011**

**BY WHOM: Workforce Innovation & Professional Development**

*This job description will form the basis of performance management and will be reviewed periodically.*



# Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

**Post Title: Associate Professional Teaching Assistant (Level One)**

**Directorate/School: Children, Young People and Families Innovation for Learning & Care**

**Grade: 2**

Criteria No	Attributes	Criteria	How Identified	Rank
1.	<b>Experience</b>	Recent relevant experience	A/I	Essential
2.		Working with or caring for children of relevant age	A/I	Essential
3.		General technical/resource support	A/I	Desirable
4.	<b>Education and Training Attainments</b>	Good numeracy/literacy skills	A/I	Essential
5.		2 GCSEs in English and Maths Grade A to C or equivalent (e.g. level 2 Adult literacy and Numeracy)	A/I	Essential
6.		Participate in development and training opportunities	A/I	Essential
7.	<b>General and Special Knowledge</b>	Appropriate knowledge of first aid	A/I	Desirable
8.		Willingness to undertake first aid training	A/I	Essential



9.		Use basic technology – computer, video, photocopier	A/I	Essential
10.	<b>Skills &amp; Attributes</b>	Ability to relate well to children and adults	A/I	Essential
11.		Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A/I	Desirable
12.	<b>Additional factors</b>	Demonstrate a commitment to Equal Opportunities	A/I	Essential
13.		To comply with all BMBC policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.	A/I	Essential

