

BRACKNELL FOREST COUNCIL**JOB DESCRIPTION**

Job Title: Teaching Assistant Level 1	
School: Jennett's Park CE Primary	Grade/Salary Range: Grade J
TL1	5 days week, 8:30- 3:00 (30 hours/week), Term-time only plus 5 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 and senior staff.

MAIN DUTIES AND RESPONSIBILITIES

Under direct instruction of teaching/senior staff:-

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.
- Record basic pupil data
- 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
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Actively support the schools equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.
- 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 schools performance management framework and participate in training and development activities as required.
- Undertake any other similar duties as required.

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.

Unrestricted

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: Support Staff
School: Jennett's Park CE Primary	Grade/Salary Range: Grade J

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Numeracy and literacy skills	
Competence Summary (Knowledge, abilities, skills, experience)	Experience of working with or caring for children of relevant age. Knowledge of basic first aid. Ability to cope with personal hygiene needs and respond sensitively to pupils needs. Ability to use basic technology and IT Ability to work constructively as part of a team. Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.	
Work-related Personal Requirements	Committed to equality of opportunity	
Other Work Requirements	Participate in training and development activities Suitability to work with children.	