



POST DETAILS

TITLE: Generalist Teaching Assistant (Level 1)

GRADE: B

LINE MANAGER:

PURPOSE OF JOB

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. To assist children with eating, drinking and personal care, supervising play activities and supporting and modelling appropriate behaviour. Work might occasionally, but not regularly, take place outside the main teaching area.

MAJOR RESPONSIBILITIES

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Working with small groups or one to one
- Undertaking general clerical/organisational support for the teacher

DUTIES

Support the teacher by:

- Preparing the classroom as directed for lessons and clearing afterwards
- Preparing other areas as required e.g. setting up / dismantling dining room furniture and assisting with cleaning
- Assisting with the display of pupils work
- Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed
- Undertaking pupil record keeping as requested
- Being aware of/working within planned learning activities
- Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- Invigilating/administering routine tests/exams
- Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Support pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate
- Encouraging good manners and orderly behaviour during lunch and play times

- Assisting pupils to eat and drink during meal times including pouring water, handling knives and forks, cutting up food, encouraging pupils to choose a balanced meal and encouraging the avoidance of waste.

Support the curriculum by:

- Supporting pupils to understand instructions
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teacher
- Supporting pupils using ICT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

General:

- Attending to the pupils' general welfare, personal needs and personal hygiene across the full age range of 3 – 19 years. Following appropriate training, administer regular or emergency medication to pupils, if required, and use appropriate procedures to care for a pupil during and after an epileptic seizure.
- Carrying out feeding, physiotherapy, occupational therapy and speech and language therapy programmes, as set by an appropriate therapist. 14-19 groups, accompany pupils to outside work experience.
- Assisting with pupils' mobility.
- Accompanying pupils to hospital in an emergency situation when necessary.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied according to the needs of the school and pupils, which will not change the level of responsibility or general character of the job.

Data protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and safety

Employees are required to work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

Safeguarding

Mill Water is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Mill Water. Any safeguarding or child protection issues must be acted upon immediately by informing the Senior Designated Officer (SDO).

Date:

Signatures: Manager..... Postholder.....

PERSON SPECIFICATION

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Category	Requirements	Essential/ Desirable	Method of Assessment
Education/ Training	• Good numeracy/literacy skills	Essential	A
	• Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	• Willingness to participate in other development and training opportunities	Essential	A, I
	• Completion of Mill Water's TA induction programme within first 6 months of appointment	Essential	A, I
Experience	• Working with or caring for children of relevant age	Essential	A, I
Skills/ Abilities	• Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	Essential	A, I
	• Ability to relate well to children and adults	Essential	A, I
	• Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	Essential	A, I