



BURE VALLEY SCHOOL

Job Description and Person Specification

Job Title	Teaching Assistant Level 1
GR Number	GR9008
Grade	Grade D, points 5 to 6 plus small annual allowance
Responsible to	Responsible to the Executive Headteacher, Headteacher or Senior Teacher or Higher Level Teaching Assistant but works to and with a qualified teacher on a day to day basis.

Role and Context

Job Purpose	Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specialised support for those with special education needs, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Some teaching of whole classes, planned by the teacher or HLTA.
Context	Job Family: Classroom and Pastoral
Other Job Information	Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles. Work may be carried out in the classroom or other teaching areas

Principal Accountabilities

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for pupils

1. To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
2. Under agreed school procedures and in line with statutory guidance on supporting pupils at school with medical conditions, to give first aid/medicine and accompany sick children home, or to a health centre or hospital as necessary, or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.
3. Deliver whole class teaching, planned by teacher or HLTA as requested.
4. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
5. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
6. Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.



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Support for the teacher

8. Assist with the planning of learning activities
9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
10. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
12. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
13. Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

Support for the curriculum

14. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
15. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

Support for the school

16. 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.
17. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
18. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
19. Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
20. Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher/Head of Teacher.



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Person Specification		
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.		
	Essential	Desirable
Qualifications	<p>Good numeracy/literacy skills;</p> <p>Completion of DfES Teacher Assistant Induction Programme or equivalent experience;</p> <p>NVQ 2 or equivalent in teaching assistance or experience;</p> <p>Training in the literacy/numeracy strategy;</p> <p>First Aid training/training in specific medical procedures.</p>	
Experience	Working with or caring for children of relevant age.	
Skills/Knowledge	<p>Effective use of ICT to support learning;</p> <p>Use of other equipment technology - video, photocopier;</p> <p>Knowledge of relevant policies/codes of practice and awareness of legislation;</p> <p>General understanding of National Curriculum and other basic learning programmes;</p> <p>Basic understanding of child development and learning;</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities;</p> <p>Ability to relate well to children and adults;</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p>	



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General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups