



## **Teaching Assistant – Level 1**

- **Candidate Information**
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## POST AND PERSON SPECIFICATION

<b><u>POST TITLE :</u></b>	Teaching Assistant
<b><u>GRADE :</u></b>	Level 1
<b><u>SALARY:</u></b>	TBA
<b><u>HOURS :</u></b>	Hours: 32 hours per week, Term Time Only + 1 week (46.8wks)
<b><u>REPORTING RELATIONSHIP</u></b>	The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the Teacher in Charge
<b><u>JOB PURPOSE :</u></b>	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers.
<b><u>LOCATION</u></b>	Based at any one of our sites: Rise Carr College, Eldon House or Clifton House

## MAIN DUTIES/RESPONSIBILITIES

### Role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

### Main Duties:

1. To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
2. To supervise and support students ensuring their safety and access to learning
3. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
4. To promote the inclusion and acceptance of all students

5. To encourage students to interact with others and engage in activities led by the teacher
6. To encourage students to act independently as appropriate
7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of student's work.
8. To be aware of student problems/progress/achievements and report to the teacher as agreed.
9. To undertake student record keeping as requested
10. To support the teacher in managing student behaviour, reporting difficulties as appropriate
11. To gather/report information from/to parents/carers as directed
12. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
13. To support students to understand instructions
14. To support students in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
15. To support students in using basic ICT as directed
16. To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
17. To 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.
18. To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
19. To contribute to the overall ethos/work/aims of the school
20. To appreciate and support the role of other professionals
21. To attend relevant meetings as required
22. To participate in training and other learning activities and performance development as required.
23. To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
24. To accompany teaching staff and students on visits, trips and out of school activities as required.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

IT IS AN OFFENCE TO APPLY FOR THIS ROLE IF AN APPLICANT IS BARRED FROM ENGAGING IN REGULATED ACTIVITY RELEVANT TO CHILDREN

PLEASE VISIT OUR WEBSITE FOR A COPY OF OUR CURRENT CHILD PROTECTION AND SAFEGUARDING POLICY

[www.risecarrcollege.org.uk/policies](http://www.risecarrcollege.org.uk/policies)

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 1**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	GSCE Maths and English or equivalent	AF/I	D1	Child Care Qualification – CACHE Level 1 Foundation Award for Caring for Children, NVQ Level 2 for Teaching Assistants or equivalent	AF/I
	E2	Hold a valid first aid certificate or be willing to train as a first aider	AF/I			
<b>Experience &amp; Knowledge</b>	E3	Experience of working with children of relevant age and or with complex health needs	AF/I	D2	Experienced / trained First Aider	AF/I
	E4	Understanding of classroom roles and responsibilities and Teaching Assistant's role	AF/I			
<b>Skills</b>	E5	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum	AF/R/	D3	Ability to use computers and educational software packages	AF/I
	E6	Ability to work in a team and independently	AF/R/I			
	E7	Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	AF/R/I			
	E8	Ability to administer medication as required or undertake training to do so	AF/R/I			
	E9	Ability to safely Move and Handle pupils or undertake training to do so	AF/R/I			
<b>Personal Attributes</b>	E10	Ability to promote fairness and a positive role model to pupils	AF/R/I			
	E11	Ability to work calmly in emergency situations following agreed procedures for individual pupils	AF/R/I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E12	Enhanced DBS certificate and Disqualification disclosure	C/D			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
T	Tests
P	Presentation
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references