**LAKELANDS ACADEMY JOB DESCRIPTION**

**POST TITLE:** TEACHING ASSISTANT LEVEL 1

**GRADE:**  Grade 4 - Scale point 5 (£24,790) per annum, pro rata

**HOURS OF WORK:** 25 hours per week Term time only

**POST STATUS:** Permanent

**Disclosure level:** Enhanced

**Responsible to:** SENDCo

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**GENERAL INFORMATION**

The role requires one to one work under the guidance of the SENDCo and under the instruction of teaching staff to support access to learning for students and to assist the teacher in the management of students and the classroom. Work with students will mainly be carried out in the classroom and other teaching areas.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

Support for students

* Attend to students’ personal care needs, and implement related personal programmes, including educational, social, health, physical, and hygiene, first aid, and welfare matters.
* Supervise and support students, ensuring their safety and access to learning.
* Establish constructive relationships with students and interact with them according to individual needs.
* Promote the inclusion and acceptance of all students.
* Encourage students to interact with others, and engage in activities led by the teacher.
* Encourage students to act independently as appropriate.

Support for the teacher

* Be aware of student problems/ progress/achievements and report to the teacher as agreed.
* Undertake student record keeping as directed.
* Support teacher in managing student behaviour, reporting difficulties as appropriate.
* Occasionally to prepare the classroom as directed for lessons and clear afterwards.
* Some preparation of routine equipment/ materials as set out in instructions and in a timely and accurate manner.

Support for the curriculum

* Support students in understanding instructions.
* Support students in respect of local and national learning strategies as directed by the teachers.
* Support students in using basic IT as directed.
* Prepare and maintain equipment/ resources as directed by the teacher, and assist students in their use.

Support for the academy

* 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 the appropriate person.
* Be aware of and support differences and ensure that students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/ work/ aims of the academy.
* Facilitate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of students out of lesson times as required, including before and after academy and at lunchtimes.
* Accompany teaching staff and students, as appropriate, on visits, trips, and out of academy activities.

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

*“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”*

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

**PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 1**

* Motivation to work with children and young people;
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* Emotional resilience in working with challenging behaviours; and

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|  | **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | Good standard of education (specifically in Maths & English) | ✓ |  |
| 5 GCSE’s at C or above or equivalent including English & Maths | ✓ |  |
| (QCF) Level 2 Supporting Teaching & Learning in Schools or equivalent |  | ✓ |
| First Aid qualification |  | ✓ |
| **Work or relevant experience** | Experience of working with children with SEN |  | ✓ |
| Experience with working in an educational setting or other relevant environment |  | ✓ |
| Some knowledge of classroom support |  | ✓ |
| **Skills and Abilities** | Good communication skills and ability to relate well to children, staff and parents | ✓ |  |
| Evidence of working well as part of a team |  | ✓ |
| **Knowledge and Understanding** | An awareness of school based education including child development |  | ✓ |
| Knowledge of Special Educational Needs and their impact on children’s learning |  | ✓ |
| **Personal Qualities** | Ability to bring to the role initiative, enthusiasm and commitment | ✓ |  |
| Patience and firmness | ✓ |  |
| Flexibility and reliability | ✓ |  |
| Willingness to develop skills with further training | ✓ |  |

* Attitudes to use of authority and maintaining discipline.