



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

- Role:** Teaching Assistant 1
- Responsible for:** Assisting with teaching and learning and associated activities in accordance with school policies and procedures.
- Responsible to:** Deputy Head/Headteacher
- Pay Scale:** NJC 2 – 7

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

#### **Purpose of Role**

- To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the National Curriculum Framework.
- To assist the class teacher in maximising the participation of pupils in the social and academic processes of the school.
- Under the instruction/guidance of teaching/senior staff, to encourage pupils to become more independent learners and help to raise the standard of achievement for all pupils.
- All activities undertaken by colleagues at this level would be closely monitored by the class teacher or more senior colleagues and the content of learning activities would always be planned by the teacher/more senior staff.

#### **Principal duties and responsibilities**

##### **Key Duties**

- Support pupils' learning activities including additional learning needs and development and maintain an awareness of the planning, delivery and evaluation of learning activities.
- Establish and maintain relationships with individual pupils and groups by using effective communication and understanding the value of treating all individuals fairly.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom.

##### **Support for the Pupil**

- Help with the care and support of pupils by supporting children's communication and intellectual development and physical, emotional and social development. To contribute to the planning to meet children's development needs.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Assist with the personal and intimate care of pupils.

- To support children and young people with SEND, supporting them to actively participate in learning activities. To liaise with parent/carers/outside agencies as required.

#### **Support for the Teacher**

- Help with classroom resources and records by maintaining confidentiality of information at all times and ensuring resources are in place for when they are required.
- Contribute to the management of pupil behaviour by encouraging positive behaviour in the classroom, referring to senior colleagues as appropriate.
- Escort and assist pupils on educational visits and out of school activities.

#### **Support for the Curriculum**

- Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Support pupils to use ICT materials and resources effectively to advance their learning.

#### **Support for the School**

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

## L.E.A.D. Teaching Assistant 1 Person Specification

This person specification lists the competencies expected of an experienced/fully trained Teaching Assistant 1. The two right hand columns provide guidance for the appointment of new Teaching Assistant 1. (E= Essential criteria, D=Desirable criteria).

			E	D
1	<b>Skills, knowledge and aptitudes</b>	The L.E.A.D. Teaching Assistant 1 should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> <li>awareness of/willingness to train to get knowledge and understanding of the Teaching Assistant's role in supporting teaching and learning across the curriculum</li> </ul>	E	
		<ul style="list-style-type: none"> <li>ability to communicate effectively, both orally and in writing</li> </ul>	E	
		<ul style="list-style-type: none"> <li>ability to establish positive relationships with pupils, families and colleagues</li> </ul>	E	
		<ul style="list-style-type: none"> <li>ability to provide support for planning and delivery of learning activities</li> </ul>	E	
		<ul style="list-style-type: none"> <li>skills to support the effective use of ICT in the classroom</li> </ul>	E	
		<ul style="list-style-type: none"> <li>knowledge of appropriate behaviour management practices</li> </ul>		D
		<ul style="list-style-type: none"> <li>knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security</li> </ul>		D
		<ul style="list-style-type: none"> <li>knowledge of safeguarding procedures and protocols</li> </ul>		D
2	<b>Qualifications and Training</b>	The L.E.A.D. Teaching Assistant 1 should have:		
		<ul style="list-style-type: none"> <li>GCSE pass level or equivalent qualifications in maths/numeracy &amp; English/literacy or significant demonstrable experience in a similar role</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Supporting Teaching and Learning in Schools (Intermediate Apprenticeship Level 2) or equivalent</li> </ul>		D
3	<b>Experience</b>	The L.E.A.D. Teaching Assistant 1 should be able to produce evidence of:		
		<ul style="list-style-type: none"> <li>ability to use resources and materials including ICT software and equipment</li> </ul>	E	
		<ul style="list-style-type: none"> <li>willingness to work with children and young people</li> </ul>	E	
4	<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>experience of working with children or young people with SEND</li> </ul>		D
		The L.E.A.D. Teaching Assistant 1 should:		
		<ul style="list-style-type: none"> <li>have an openness to learning and change</li> </ul>	E	
		<ul style="list-style-type: none"> <li>have a positive attitude to personal development and training</li> </ul>	E	
5	<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E	
		The L.E.A.D. Teaching Assistant 1 should:		
		<ul style="list-style-type: none"> <li>be able to work at times and locations convenient to the service provision</li> </ul>	E	