

Melbourn Village College

Job Description

Level 1 Teaching Assistant

Salary point 3 – 4 £14,214.76 - £14,498.87

(based on FTE of £18,562-£18,933)

Hours per Week – 30 term time only

Daily Hours – 8:30am to 3pm

Fixed Term Contract

Reports to: SENCO, Student Support

Line of responsibility

The teaching assistant will be directly responsible to the SENCO.

Job purpose

The teaching assistant is responsible for:

- Supporting access to learning for students under the direct supervision of the class teacher across all areas of the curriculum in order to maximise achievement.
- Providing general support in classroom management, including students' learning and behaviour.
- Providing general care and welfare to students.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal and line manager.

Job specification

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- Ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Contribute to the learning, personal, physical and social needs of students, while encouraging independence.
- Be aware of and respond appropriately to individual student's needs.
- S/he shall attend to and implement the personal and physical needs of students including health and hygiene matters.
- Supervise and provide support to students ensuring their safety and access to learning activities.
- Liaise with her/his line manager, appropriate teaching staff and other professionals in making support effective and efficient.
- Assist with fostering strong links between home and school.

- S/he shall support teaching staff in respect of planning, preparation, assessment and administration.
- Assist with the preparation of teaching materials and help to put out and tidy away materials and equipment required in lessons.
- Assist students to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read.
- Ensure students are able to use the equipment and materials, assisting where students are uncertain, such as with meanings of words, spelling, presentation.
- Use ICT effectively to support learning activities.
- Supervise and assist students to concentrate on and finish the work set.
- Motivate and encourage students and help them to develop their self-esteem and interaction with others.
- Maintain records of student progress, achievement and problems, and provide verbal and written feedback as required.
- Provide assistance in the supervision of students during breaktimes and lunchtimes as required.
- Put up and maintain appropriate displays within the classroom and school as required.

Administrative

- Undertake a range of clerical and administrative tasks as required, e.g. photocopying, word-processing and filing.
- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- Input and extract information from school's database system/s as required.
- Collate information, statistics and prepare reports as required by their line manager, the Principal and the governing body.
- Maintain both manual and computerised record and filing systems in line with requirements.

General

- Attend meetings with parents/carers and other professionals as required.
- Assist in escorting students on educational visits as required.
- Invigilate school and public examinations and tests as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- Required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Shall uphold the school's policy in respect of child protection and safeguarding matters.
- Shall be subject to all relevant statutory and institutional requirements.
- May be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment