



THE MARVELL COLLEGE

JOB DESCRIPTION

DEPARTMENT: The Marvell College

SECTION:

JOB TITLE: Teaching Assistant -
Level 1
Supporting and Delivering
Learning

POST NO:

JOB HOLDER:

GRADE OF POST:

REPORTING TO:

DATE:

EQUALITY AT WORK: At The Marvell College we are committed to meeting the Public Sector Equality Duty (PSED) requirements and have due regard for the need to eliminate all forms of discrimination, promote and advance equality and foster good relations with all stakeholders.

This is reflected in our vision to be *“A restorative and inclusive community, working together to achieve excellence for children”* and our PRIDE values (Polite, Restorative, Inclusive, Determined, Excellence).

Our school aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

PURPOSE:

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

PRINCIPAL ACCOUNTABILITIES: Main Tasks/ Duties/ Responsibilities.

SUPPORT FOR PUPILS

1. Attends to the pupils' personal needs, and implement related personal

- programmes, including social, health, physical, hygiene, first aid and welfare matters
2. Supervises and supports pupils ensuring their safety and access to learning
 3. Establishes good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
 4. Promotes the inclusion and acceptance of all pupils
 5. Encourages pupils to interact with others and engage in activities led by the teacher
 6. Encourages pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

7. Prepares classroom as directed for lessons and clear afterwards and assists with the display of pupils work
8. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
9. Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate
10. Undertakes pupil record keeping as requested
11. Gathers/report information from/to parents/carers as directed
12. Provides clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

13. Supports pupils to understand instructions
14. Supports pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
15. Supports pupils in using basic ICT as directed
16. Prepares and maintains equipment/resources as directed by the teacher and assists pupils in their use

SUPPORT FOR THE SCHOOL

17. Is aware of and complies with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
18. Is aware of and supports difference and ensure all pupils have equal access to opportunities to learn and develop
19. Contributes to the overall ethos/work/aims of the school
20. Appreciates and support the role of other professionals
21. Participates in training and other learning activities and performance development as required and attends relevant meetings as required
22. Assists with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

23 Accompanies teaching staff and pupils on visits, trips and out of school activities as required

GENERAL:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. The postholder must be flexible to ensure the operational needs of the HCAT are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Partner areas.
4. The Health & Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on HCAT, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the HCAT Health and Safety policy
5. Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

DIMENSIONS:

Type of school ie Nursery/Primary/Secondary/SEN

Number of pupils

Number of year groups

Number of teaching staff

Number of school sites

Number of SEN pupils

Special nature of pupils eg Hearing Impaired/EBD

CONTEXT:

The school and LEA have a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.

The schools contribution to pupils and community development will be pivotal in achieving LEA and Councils ambitious objectives in increasing social inclusion within the city

Teaching Assistants play a key role in the delivery of broad based and relevant curriculum to meet individual pupil needs.

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. Experience of working with or caring for children of relevant age
2. Good numeracy/literacy skills
3. Completion of DfES Teacher Assistant Induction Programme
4. Appropriate knowledge of first aid
5. Use basic technology – computer, video, photocopier
6. Participates in development and training opportunities

WORKING RELATIONSHIPS:

INTERNAL

All school staff, pupils, parents, governors, the community

EXTERNAL

Educational support staff, educational support services, other schools and educational establishments, the Council, other public services and community representatives

DECISION MAKING:

Makes routine decisions in connection with all principal accountabilities listed, within current school policies and procedures.

CHALLENGES AND KEY FEATURES:

1. To help raise standards of learning for pupils
2. To develop and maintain positive relations with pupils and parents/carers
3. To be committed and motivated to the objective of raising achievement in the school
4. To have a flexible approach to work as the postholder may be required

to alter their hours to meet the operational needs of the school.

INTERPERSONAL SKILLS:

Caring/training/communication/persuasive/motivating/counselling skills.

1. Ability to relate well to children and adults
2. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

PHYSICAL EFFORT AND WORKING ENVIRONMENT:

1. Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)

Not applicable Moderate

Low High

2. Working Environment – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment)

Not applicable Moderate

Low High

EMOTIONAL DEMANDS:

3. Exposure to objectionable situations over and above that normally incurred in a day to day office environment)

Not applicable Significant

Intense

This Job Description conveys a full and accurate description of the job:

<u>Signature</u>	<u>Designation</u>	<u>Date</u>
1. CONFIRMED BY:	(LINE MANAGER)
2. CONFIRMED BY:	(CHIEF OFFICER)
3. RECEIVED & AGREED BY:	(POST HOLDER)

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**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

Grade established/Approved

DATE OF PANEL:

COMMITTEE: **DATE:**