

## TEACHING AND LEARNING: TEACHING ASSISTANT (GENERAL) – G1

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Summary of main conditions of service and full job description evaluated according to the Council's job evaluation scheme.

### Duties Include:

Under the direction or instruction of the teacher or line manager to work with individual pupils or small groups to supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### Working Pattern:

- Term Time Only (TTO) or All year round (AYR)
- Full time hours are 36 per week.

### Conditions of Service Applicable:

- NJC for Local Government Services (Green Book)

### Grade:

- Scale 1C

### Pay Points:

- Spinal Column Point 2

### Method of Payment:

- Monthly (15th)

### Annual Leave:

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

### Annual leave entitlement from 1 April 2010

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
1 – 3	Scale 1	25	28

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

**Revised annual leave entitlement from 1 September 2011 (if adopted by the Governing Body)**

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
1 – 3	Scale 1	24	28

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

## **JOB DESCRIPTION**

### **Teaching and Learning - Teaching Assistant (General) - G1**

**Grade:** Scale 1C

#### **Purpose of the Job**

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

#### **Main Responsibilities**

##### **1. SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

##### **2. SUPPORT FOR THE TEACHER**

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems, progress and achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather and report information from and to parents or carers as directed
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

##### **3. SUPPORT FOR THE CURRICULUM**

- Support pupils to understand instructions
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
- Supporting pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

#### 4. SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

#### **PERSON SPECIFICATION**

##### 1. EXPERIENCE

- Working with or caring for children of relevant age

##### 2. QUALIFICATIONS

- Good numeracy and literacy skills
- Completion of Teacher Assistant Induction Programme
- Willingness to participate in development and training opportunities

##### 3. KNOWLEDGE AND SKILLS

- Basic knowledge of first aid
- Use basic technology – computer, video, photocopier etc.
- Ability to relate well to children and to adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- An understanding of the schools equal opportunities policy and how it is implemented

April 2010