



CAMBORNE SCIENCE AND INTERNATIONAL ACADEMY

JOB DESCRIPTION

School Based

Job title:	Teaching Assistant (Band 1)
Grade:	C
Responsible to:	SENCO/Teaching staff
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, pupils, support staff, parents

Main purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

Duties and responsibilities:

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
6. To accompany children on educational visits and outings as supervised by the Teacher.

7. To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Principal as appropriate.
8. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
9. To supervise an individual or small group of children within a class under the overall control of the teacher.
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
11. To carry out administrative tasks associated with all of the above duties as directed by the teacher.
12. To remain aware and work within all relevant school working practices, policies and procedures.
13. To attend staff meetings and school-based INSET as required. To meet with the SENCO and/or other appropriate staff.
14. The post holder is responsible for his/her own self-development on a continuous basis.
15. To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may noted during the course of duty.
16. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
17. To undertake other duties appropriate to the grading of the post as required.
18. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Date prepared: May 2012

Name:

Signed:

Date:

Name:

Signed:

Date:

PERSON SPECIFICATION

Job Title: Teaching Assistant (Band 1)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Previous experience of working with children.	Previous experience of working with children within a classroom environment or similar.	Application form. Interview.
<u>Education & Training</u>	Good levels of literacy and numeracy.	Attainment of 4 GCSEs at A*-C including Mathematics and English (or equivalent).	Application form. Interview.
<u>Special Knowledge & Skills</u>	Organisational skills. Good communication skills.	Knowledge of issues relevant to education and child development.	Interview.
<u>Any Additional Factors</u>	Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. An interest in children and education. Patient and friendly approach.	Able to work without supervision.	Interview.