

# Job Specification

**Job Title:** Teaching Assistant – Inclusive of SEN

**Grade:** G4

**Job Evaluation Code:** GS5536 (with SEN)  
GS5537 (without SEN)

**Reporting to:**

Supervision Activities  
Relating to Teaching and  
Learning- Classroom  
Teacher

Line Management-  
Headteacher/Higher Level  
Teaching Assistant

**Manager's Grade:**

**Location:** Schools

**Service Area:**  
Schools and Lifelong Learning

**Service Directorate:**  
Children & Young People

**Workstyle:** Work place based

**Overall Purpose of the Post:**

Under the direction and supervision of a teacher or line manager (e.g. Higher Level Teaching Assistant), to support pupil's learning, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.

Requirements for the post.		
	Essential	Desirable
<b>Qualifications/ Training</b>	Level 2 Numeracy / Literacy or willingness to work towards this	Support Work in Schools (S.W.I.S.) Level 2.  Supporting pupils with S.E.N. Level 2 or 3 qualification
<b>Knowledge</b>	Good numeracy/ literacy skills	Appropriate knowledge of First Aid  Use of Technology e.g. ICT.  Child Protection issues Health, Safety & Security issues.  Data Protection issues.
<b>Experience</b>		Working or caring for children.
<b>Physical Skills</b>	Effective use of resources	
<b>Competencies and other skills required</b>	The ability to relate well with children and adults.  The ability to work as a member of a team.	

## **Key Outcomes/ Activities**

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

Other duties commensurate with the grade of the post as directed by the Headteacher

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

### **Employees (Supervision):**

None

### **Financial:**

None

### **Physical:**

Effective use of learning materials and resources.

### **Customers and Clients:**

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

## **Working Conditions:**

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

## **Characteristics of the post:**

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**

**Date completed: August 2011**