

## School / Leeds City Council Job Description

### Bankside Primary School

**Post Title**

Teaching Assistant Level 1 - **Early Years**

**GRADE**

B1 pt 4-6

**JE Ref**

300 / 301

**Post(s) to which directly responsible**

Immediate Line Manager

**Post(s) for which directly responsible – N/A****Purpose of job**

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 support to the teacher in the management of pupils and the classroom.

**Responsibilities**

- To support the provision of a broad and balanced curriculum that will meet the requirements of the relevant national and local standards within Early Years.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support pupils ensuring their safety and access to learning.
- To support the delivery of learning plans for children with Special Educational Needs (SEN) and work with small groups of pupils as required.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To rigorously follow school safeguarding and child protection policies, displaying commitment to the protection and safeguarding of children and young people.
- To encourage pupils to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested including creating an annual case study.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed,
- Maintain client confidentiality and work within the requirements of GDPR.
- To support pupils to understand instructions.
- To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher.

- To support pupils in using basic ICT as directed.
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To provide clerical/admin support - photocopying, typing, filing, collecting money etc.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.
- To be prepared to undertake appropriate first aid training / first aid refresher training and be on the school first aid rota.

### **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

### **Physical Conditions**

The post is based at Bankside Primary School

Has access by stairs and lift and is accessible by disabled persons

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

### **Economic conditions**

Grade:	B1, starting at point 4
Annual Leave:	School holidays
Hours per week	37 hours per week, Term time only working (plus <b>5</b> days)
Conditions of Service:	NJC Conditions apply

**Prospects****Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

**Job Description Prepared / Reviewed by:**

**Date:**

**Job Description Approved by:**

**Date:**

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

METHOD OF ASSESSMENT(MOA)

A = Application Form  
 SP = Selection process  
 Cert = Certificate  
 Ref = Reference

Skills	Essential	Desirable	Mode of assessment
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	E		A/SP
Able to motivate children and sustain their interest in learning activities	E		A/SP
Able to contribute to the team	E		A/SP
Able to support the production of effective plans which supports Children's learning.	E		A/SP
Able to offer positive support to children's development and well being	E		A/SP
Able to work in a responsive partnership with parents and carers	E		A/SP
Able to support children and families in a culturally sensitive, positive and non-judgemental way	E		A/SP
Able to develop children with special educational needs in an inclusive setting	E		A/SP
Able to complete risk assessments for activities conducted indoors and out-doors	E		A/SP
Able to take and accept instructions	E		A / SP

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	Mode of assessment
Relevant Professional qualifications as identified in the DFE Early Years qualification checker.	E	D	A / Ref / Cert
Very good numeracy/literacy skills (GCSE Maths and/or English grades D-G / CSE level 2)	E		A/SP/Cert
Knowledge of 2004 Children's Act	E		A/SP
Knowledge of a range of factors which create stress for children and families.	E		A/SP
Current Knowledge of child protection issues and their roles and responsibilities in the protection of children	E		A/SP
First aid trained or if not be prepared to undertake training and be on school first aid rota.	E		A/SP
Secure understanding of child development to support learning	E		A/SP
Knowledge of the EY Curriculum including key mathematical and grammatical terminology	E		A/SP/R
Understand key principles of safeguarding children in education and know how to raise concerns appropriately in a school setting.	E		

EXPERIENCE	Essential	Desirable	Mode of Assessment
Experience of recent, relevant (within previous two years) professional employment in work with young children and families.	E	D	A/SP/Ref
Experience of working in partnership with other agencies			A/SP
Experience of working in close partnership with parents and carers			A/SP
Experience of dealing in matters relating to child protection			A/SP

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	Mode of Assessment
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	E		A/SP
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	E		A/SP
Commitment to client confidentiality	E		A/SP
Commitment to personal professional development	E		A/SP
Willing to take responsibility for own action	E		A/SP