MOULTON CHAPEL PRIMARY SCHOOL

TEACHING ASSISTANT GRADE 1

JOB PURPOSE
• To provide enhanced support and provision for an individual child who is currently in receipt of an Education and Health Care Plan, and/or groups of children as directed by the teacher.
• To provide support to the teacher/headteacher across a range of child centred activities to promote child development and learning.

SUPERVISION RECEIVED
Appointed within the school as part of a team:
• To work within the general directions of the headteacher.
• To work under the leadership and supervision of a teacher.

SUPERVISION EXERCISED
• No direct line management responsibility.
• Occasional demonstration of duties, giving advice and guidance to employees, students or trainees.

KEY RESULT AREAS
School related
• Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
• Assist with the planning and preparation of activities.
• Assist in the delivery of local and national initiatives.
• Monitor child’s needs and report these to a designated person.
• Keep records as required by school.
• Have familiarity with the child’s Education & Health Care Plan and child’s specific needs.
• Participate in the preparation of the classroom.

Child related
• Promote development and learning (physical, emotional, educational, social).
• Foster growth, self esteem and independence.
• Observe and record development.
• Support those with special needs.
• Carry out reasonable daily personal care and hygiene duties.
• Assist with the movement of children in and around the school.
• To be creative when assisting with planning of activities.

External relationships
• Contact with parents/carers.
• Liaise with other professionals under the supervision of the teacher.
WORK ENVIRONMENT
Prioritise and handle the conflicting demands that may be presented:
- Prioritise any conflicts between curriculum and care needs.
- Possible physical demands posed by height of classroom furniture.
- The role is school based and there may be a requirement to undertake duties of a personal nature, with associated possible risk to well being through such hygiene duties.
- Possibility of aggression from parents/carers.

KNOWLEDGE AND SKILLS
Formal qualifications are not essential for this role. However, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.

It is desirable for the postholder to have GCSE or equivalent in Maths, English or an equivalent level of competency. Ideally, the postholder will possess a qualification of NVQ Level 2 or above in Childcare in Education or similar.