

Isle of Anglesey County Council

Job Description

Job Title: **Teaching Assistant - Level 1**

Post Number:

Directorate: Learning

Service Unit: Ysgol Gymuned Bryngwran

Grade: 1

Overall Job Purpose:

- To work usually in the classroom under the direct instruction of teaching/senior staff.
- To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

Principal Accountabilities / Key Tasks:

Support for Pupils

- 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.

Support for the Teacher

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

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/resources as directed by the teacher and assist pupils in their use.

Support for the School

- Be aware 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/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required, including weekly staff meetings.
- 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 and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

Position in the Organisation:

Reports to: Headteacher of the school
 Responsible for Supporting pupils
 Staff supervised: N/A

Financial Resources

Level: A,B or C? Indicative Value £

Physical Resources

Land and buildings - No./area	Value £
Plant / Vehicles / Equipment – No	Value £
Information Systems – No./volume:	Value £

Delegation

None

Language Requirements:

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick one)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick one)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
English Language Skills (Please see the skills framework attached)						
Listening (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick one)	Level 0 <input checked="" type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

Working Arrangements and Conditions:

Working week: Monday – Friday (during the school term – 39.0 weeks)

Contracted hours: 16 hours per week

The salary is based on a pro rata contract to 37 hours per week and adjusted for working term time only.

Spread:

Identified work base: Ysgol Gymuned Bryngwran

Normal work location

- Normally school based
- School based but with some site / home / meeting visits
- Role involves substantial travelling with occasional visits to identified work base

Business Travel

- No business travel
- Some business travel. Postholder may be called upon to provide own vehicle
- Some business travel. Council vehicle may be provided to postholder
- Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental

- Minimal / normal office environment
- Some
- Significant

Aggressive / difficult clients

- Minimal
- Some
- Significant

Other Conditions:

DBS Check Required:

- Enhanced
- Standard
- Not Applicable

Education Workforce Council Registration:

- Required
- Not Applicable

Work Flexibilities / Restrictions

Politically Restricted Post:

- Yes
- No

Home / Mobile Phone provided

- Yes
- No

Protective Clothing provided:

- Yes
- No

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: 2014

Name of postholder: _____

Signature of postholder: _____

Date: _____

Name of Line Manager: _____

Signature of Line Manager: _____

Date: _____

Isle of Anglesey County Council - Person Specification

1. Education and Training

The minimum educational requirements/professional or vocational qualifications for the post

1.1 Essential

1.1.1 Good numeracy/literacy skills

1.2 Desirable

1.2.1 NVQ2 for Teaching Assistants or equivalent relevant qualification or experience

Any specific training required for the post Incl. Certification

1.3 Essential

1.3.1

1.4 Desirable

1.4.1 Appropriate knowledge of first aid

2. Key Competence Requirements

Job related knowledge Critical for effective performance

2.1 Essential

2.1.1 Experience of working with or caring for children of relevant age

2.2 Desirable

2.2.1

Specific skills critical for effective performance

2.3 Essential

2.3.1 Use of basic technology – computer, video, photocopier

2.3.2 Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these

2.4 Desirable

2.4.1

Managerial skills critical for effective performance

2.5 Essential

2.5.1 N/A

2.6 Desirable

2.6.1 N/A

3. Personal Attributes

Personal values and characteristics which should be demonstrated in performing the duties of the post

3.1 Essential

3.1.1 Ability to relate well to children and adults

3.1.2 Participation in development and training opportunities

3.1.3 Maintain strictest confidentiality and data protection

3.2 Desirable

3.2.1

4. Personal Circumstances

Job demands which, if not met, could constrain effective performance in post

4.1 Essential

4.1.1

4.2 Desirable

4.2.1

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)

3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision