



**IQRA Primary School  
TEACHING ASSISTANT LEVEL 1  
Job Description/Person Specification  
Pay Level 2 SCP 2-4**

**JOB TITLE**

Teaching Assistant Level 1

**REPORTING LINES**

Reports to Deputy Headteacher (Inclusion)

**RESPONSIBLE FOR**

No line management responsibility

**JOB PURPOSE**

The post holder is required to provide support to the class teacher in preparing and delivering work programmes for individual pupils and groups, and provide additional support for the teacher in terms of administrative work and setting out classrooms as required.

**MAIN ACCOUNTABILITIES**

1. Organises and maintains the learning environment.
2. Uses knowledge and skills, e.g. literacy, numeracy or science to contribute to pupil learning as directed.
3. Assists with the preparation of materials for activities and display.
4. Monitors stationery and supplies.
5. Assists with changing and personal care.
6. Works with small groups or individual pupils to enable learning.
7. Assists pupils develop basic skills, e.g. reading, number work.
8. Discusses with the teacher and contributes to classroom planning – informally.
9. Records pupil activities and achievements as directed.
10. Supports the teacher by accompanying pupils on off-site activities.
11. Works as part of a team to ensure the wellbeing, behaviour and personal development of pupils.

12. Maintains confidentiality.
13. Understands and assists in interpretation of school policies.
14. Awareness of safeguarding protocol.
15. Any other duties that may be required commensurate with the level of the post

## **SAFEGUARDING RESPONSIBILITIES**

### **All staff responsibility to:**

- Provide a safe environment in which children can learn.
- Promote and actively support the School/LA's responsibilities towards Safeguarding through the relevant policies and procedures.
- To identify children who may be in need of extra help, or who are suffering, or are likely to suffer, significant harm.
- To take appropriate action, working with other services as needed.

In addition to working with the Designated Safeguarding Lead, staff members should be aware that they may be asked to support social workers to take decisions about individual children.

**PERSON SPECIFICATION – TEACHING ASSISTANT LEVEL 1**

	<b>Essential</b>	<b>Desirable</b>
Education, Training and Work Qualifications	<p>Educated to at least Level 1 in English and Maths or can demonstrate ability at this level.</p> <p>Willingness to participate in CPD activities when required.</p>	<p>Relevant Teaching Assistant training</p> <p>First Aid trained</p> <p>Safeguarding training (Level 1)</p>
Knowledge	Basic knowledge of MS Word and Outlook	<p>Knowledge of child development</p> <p>Knowledge of a community language</p>
Skills and Abilities	<p>Able to communicate effectively in English</p> <p>Numerate</p> <p>Able to follow instructions and guidance</p> <p>Able to clarify and explain instructions to pupils</p> <p>Able to communicate effectively with pupils and adults</p> <p>Able to work with pupils within the school behaviour management policy</p> <p>Able to assist with the organisation of the learning environment</p> <p>Able to undertake routine tasks under the direction of the teacher</p> <p>Able to prepare resources under the direction of the teacher</p> <p>Able to prepare materials and display</p> <p>Able to maintain records</p> <p>Able to work effectively with adult team members</p> <p>Able to assist with personal care</p> <p>An understanding of principles of childcare practice</p>	<p>Ability to use an interactive whiteboard</p>

	Willingness to understand and comply with school policies and procedures including diversity, safeguarding and teaching and learning	
Relevant Experience	Some experience of working with children, either in a voluntary or paid capacity	Experience of providing personal care to primary school age pupils