



Post title	Teaching Assistants – Level 1
Salary and grade:	Level 1 – £18,255.17 pro rata (£26,017 FTE)
Hours	30 hours per week, term time only + training days. Fixed term and Permanent positions available.
Line manager/s:	Class Teacher, members of the Senior Leadership and the governing body.

Main purpose of the job:

To work under the direction and instruction of appropriate teaching staff to support access to learning for pupils and enable their progress. To provide general support in the management of pupils and the classroom.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

Key duties and responsibilities

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

All levels

- 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.
- 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 and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- 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 lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Support for pupils:

Level One:

- Supervise and support pupils, ensuring their safety and access to learning.
- Attend to the pupils' personal needs and implement related personal programmes including social, health, physical hygiene, first aid and welfare matters.
- Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.

Support for the Teacher:

Level One:

- Assist in ensuring that the learning environment is safe and purposeful for the pupils at the beginning and end of the day.
- Ensure that all resources and equipment are clean, hygienic and ready for use.
- To support children and young people in all areas of learning under the direction of the Teacher or HLTA.
- Monitor pupils responses to learning activities and record achievement and progress as directed.
- To encourage positive behaviour for learning.

Support for the curriculum:

Level One

- Undertake structured and agreed learning activities and teaching programmes with individuals.
- Awareness of the current legislation regarding the curriculum, for example, National Curriculum, EYFS Curriculum and Accreditation.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications & Skills	NVQ Level 2 or equivalent qualification in childcare or education,	•	
	Experience in a school environment working with national curriculum and other strategies.	•	
Knowledge & Experience	Experience of working with children and young people with in a school or educational setting.	•	
	A passion for working with children and young people with Special Education Needs.	•	
	Good ICT skills and ability to use ICT to sup-port pupils' learning.	•	
	Understanding of relevant policies and awareness of relevant legislation.	•	
	Awareness of national and foundation stage curriculums.	•	
	Basic understanding of child development and learning.	•	
	Ability to relate well to children and adults.	•	
	An awareness of individual Education Plans.	•	
Personal Effectiveness	Positive, ambitious and forward-looking.	•	
	A commitment to safeguarding and promoting the welfare of children and young people.	•	
	Treat all people equally, fairly with dignity and respect.	•	

		Essential	Desirable
	A commitment to equal opportunities in the workplace and the community.	•	
	A commitment to anti-discriminatory and anti-oppressive practice.	•	
	Conscientious, honest and reliable.	•	
	Commitment to high standards.	•	
	Awareness of the need to maintain confidentiality.	•	
	A willingness to undertake mandatory training.	•	
	A willingness to develop own learning, understanding and skills.	•	
Interpersonal Relationships & Communication Skills	Good communication skills.	•	
	Work constructively as part of a team.	•	
General	A criminal records check at enhanced level.	•	
	Exempt from the Rehabilitation of Offenders Act 1974.	•	