



The Willows School and Early Years Centre
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To become honest, active citizens and lifelong learners in a global society

POST TITLE: Teaching Assistant L1
JE Ref: JE0806
GRADE: MKC Grade B
LOCATION: The Willows School
RESPONSIBLE TO: Headteacher

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

Key Objectives

1	Support pupils to understand instructions, encourage independent learning and maximise the inclusion of all pupils including those with special needs
2	Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support
3	Assist with the planning and preparation of activities and in the delivery of local and national initiatives
4	Prepare the learning environment as directed for lessons and clear up learning environment and resources.
5	Assist with the display of pupils' work
6	Assist with break /lunch time supervision including facilitating games and activities
7	Assist with escorting pupils on educational visits and out of school activities
8	Support pupils in emotional well being, reporting issues to the teacher when appropriate

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children
- Prepare and maintain equipment/resources as directed by the teacher
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate
- Encourage pupils to interact with others constructively and engage in activities led by the teacher
- Undertake pupil record keeping as requested
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- Maintain confidentiality at all times

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level		Assess by:
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Applicati on I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
Qualifications	Good basic education with proficiency in numeracy, literacy and ICT	X		A
Skills / Experience	Experience of working with children in a learning or play environment		X	A
Competencies		Level		Assess by:
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Applicati on I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
Planning and organising work	Working under instruction to prepare and deliver learning activities and general classroom support		X	I,R
Planning capacity and resources	Use and safekeeping of classroom equipment.		X	I,R
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning		X	I,R
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X	I,R
Using initiative	Using agreed techniques and processes to deal with day to day issues and problems		X	I,R
Working independently	Working with individuals and small groups under the guidance and supervision of the class teacher		X	I,R
Managing people	Co-operative working with colleagues		X	I,R
Managing resources	Equipment; Keeping accurate records when required		X	I,R
	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X	I,R
Managing risk	Awareness of opportunities for professional self-improvement		X	I,R
Managing oneself	Good basic education with proficiency in numeracy, literacy and ICT	X		A