



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Teaching Assistant (1)
GRADE:	East Sussex Single Status 2
RESPONSIBLE TO:	Headteacher / Class Teacher
MAIN PURPOSE OF THE JOB:	To undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs. To maintain complete confidentiality on all school matters.

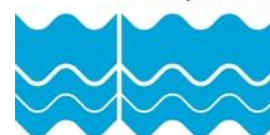
KEY TASKS

- 1 Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
- 2 Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to
- 3 Encourage pupils to interact with each other in an appropriate and acceptable manner
- 4 Promote positive pupil behaviour in line with school policies by the use of praise and encouragement
- 5 Help pupils with toileting and dressing, paying particular attention to hygiene
- 6 To supervise the children's play involving toys and apparatus and role play under the direction of the teacher
- 7 To assist with language and other activities under the direction of the teacher
- 8 To supervise and support the activities of individual and groups of children under the direction of the teacher

- 9 To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff
- 10 Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- 11 Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities
- 12 To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required
- 13 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role
- 14 To assist in the recording of lessons and assessment as required by the teacher
- 15 To take part in training activities offered by the school and the county to further knowledge
- 16 To take part in such activities, including swimming and outings, as may be required
- 17 To abide by and work towards all the policies within the school e.g. Health and Safety
- 18 To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Teaching Assistant (1)

Location: Countywide

Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that children can understand and relate to • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to demonstrate active listening skills • Ability to empathise with the needs of children • Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher • Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities • Ability to work effectively with 		<ul style="list-style-type: none"> • Application /Interview

	colleagues		
Education & Qualifications	<ul style="list-style-type: none"> • A good standard of literacy and numeracy skills 	<ul style="list-style-type: none"> • NVQ Level 1 or equivalent and willingness to work towards NVQ2 	<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • A basic knowledge of National Curriculum requirements for the sector • A basic knowledge of Health & Safety requirements in a school environment 	<ul style="list-style-type: none"> • Basic knowledge of Information Technology e.g. use of mouse and keyboard, or a willingness to learn 	<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Experience of establishing positive relationships with children • Experience of preparing basic craft materials for children 		<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Willingness to participate in training and developmental opportunities offered by the school and county • Willingness to maintain confidentiality on all school matters 		<ul style="list-style-type: none"> • Application /Interview

Date (drawn up): November 2009
Reference of Officer(s) drawing up person specifications: JM



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>