

**EDUCATION DEPARTMENT  
JOB DESCRIPTION**

**UNIT:**

**POST TITLE:** Teaching Assistant Level 1

**POST NUMBER:**

**SALARY/GRADE:** APT + C SCP 3

**JOB PURPOSE:**

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

**SUPPORT FOR PUPILS:**

Under the direction of the teacher:-

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 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 TEACHER:**

- Prepare classroom for lessons, as directed, 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.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

**SUPPORT FOR CURRICULUM:**

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
- Support 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 SCHOOL:**

- 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/aims of the school.
- Appreciate and support the role of other professionals.
- Attend 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 lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **GENERAL DUTIES:**

- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the City and County of Swansea Equal Opportunity Policy.
- To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties as may reasonably be required commensurate with the level of the post.
- The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

**EDUCATION DEPARTMENT  
PERSON SPECIFICATION**

**UNIT:**

**POST TITLE:** Teaching Assistant level 1

**POST NUMBER:**

**SALARY/GRADE:** APT + C SCP 4-10

**EXPERIENCE:**

- Working with or caring for children of relevant age.

**QUALIFICATIONS:**

- Good numeracy/literacy skills.
- Participate in development and training opportunities.

**KNOWLEDGE/SKILLS:**

- Appropriate knowledge of first aid.
- Use basic technology - computer, video, photocopier.
- Ability to relate well to children and adults.
- Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.

**SPECIAL REQUIREMENT:**

This post requires a Standard/Enhanced Level of Criminal Records Bureau Disclosure. The successful candidate will need to complete a CRB application form. Further information about the Disclosure Scheme is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or from the Personnel Section, Room G.1.5, County Hall, Swansea.