School / Leeds City Council Job Description

School
West End Primary School

Post Title	**GRADE B1 / B3,**	**JE Ref**
Teaching Assistant	**SCP 4-6 / 7 - 11**	

Post(s) to which directly responsible
Immediate Line Manager

Post(s) for which directly responsible

Purpose of job
To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Responsibilities

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- To establish constructive relationships with pupils and interact with them according to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To fulfil a daily lunch duty.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist with the planning of learning activities

- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To establish constructive relationships with parents/carers
- To administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to local and national learning strategies -.English, maths, early years-recording achievement and progress and feeding back to the teacher.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- To 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 promote the safeguarding of all pupils.
- To ensure promotion and support of Equal Opportunities and Health & Safety

- To undertake any other duties that are commensurate with the post

Relationships
The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions
The post is currently based at West End Primary School

West End has level access from external doors, access internally by stairs can be done so via lift in some areas or by portable ramp on request for other areas.

This post is subject to an enhanced Disclose and Barring Service check.
Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service Check. Any candidate invited will be subjected to an online search prior to interview and requested to sign their application form on arrival. We promote diversity and want a workforce that reflects the population of Leeds.

The school operates a non-smoking policy.

Economic conditions

Grade:B1 SCP 4 – 6 / B3 SCP 7 - 11	
Annual Leave:	Term time only working, pro rata for part time working.
Hours: 30 hours per week,Monday to Friday 8:45am - 3:15pm or Part time	
Conditions of Service:	NJC Conditions apply

Prospects

Promotion
Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training
The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS
Teaching Assistant, Level 3 desirable but not essential

Job Description Prepared / Reviewed by:	L. James	**Date:**	20/11/26
Job Description Approved by:		**Date:**	

EMPLOYEE SPECIFICATION:
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		A & I
Effective use of ICT to support learning	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I
Work constructively as part of a team	*		A & I
Maths and/or English Grades GCSE A-C or CSE level 1		*	A & C
First aid training/training as appropriate		*	A & C
Ability to self-evaluate learning needs and actively seek learning opportunities		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of relevant polices/codes of practice and awareness of relevant legislation	*		A & I
Basic understanding of child development and learning	*		A & I
Working with or caring for children of relevant age	*		A & I
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	*		A & I
Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience		*	A & I
NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment is desirable		*	A & I/C
Training in the relevant learning strategies e.g. literacy		*	A & I
Knowledge and understanding of safeguarding in schools	*		A & I

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A & I
Experience in the use of the Microsoft package	*		A & I

Experience of working as part of a team		*	A & I
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		E & I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		E & I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		E & I
An ability to respect sensitive and confidential work.	*		E & I
Commitment to own personal development and learning.	*		E & I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate