



OAKLANDS JUNIOR SCHOOL JOB DESCRIPTION

Job Title: Teaching Assistant Level 1	
Reports To: Upper/Lower School Team	
Grade: Grade 3 SCP14 – SCP17	Salary: FTE £16,781 – £17,772
Employment Status: Fixed Term – 1 Year – Term Time Only	
Hours of Work: 27.5 hours per week – Monday to Friday – Term Time Only	
Job Purpose: To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.	
<p>Organisation Chart:</p> <pre> graph TD A[Headteacher] --> B[Deputy Headteacher] B --> C[Senior Management Team] C --> D[Upper/Lower School Team] D --> E[Teaching Assistant] </pre>	
Scope of Job	
Financial Accountabilities	NONE
Staff Responsibilities	NONE
Management of Physical Assets	NONE

Summary of Main Contacts.

- Pupils
- Teachers
- Governors
- Other school staff
- Other professionals
- Parents
- LEA

Main Tasks/Accountabilities

1. Work with small groups or individuals giving support for individual curriculum programmes and assist the teacher with social skills e.g. preparation for PE.
2. To work with the SEN/Subject co-ordinator and help deliver the specific programmes e.g. PAT to small groups of children.
3. To aid the teacher in classroom discipline reinforcing the teacher's standards of behaviour and tidiness within the classroom.
4. Work with and supervise small groups of children using ICT equipment/software.
5. Accompanying groups or individuals around school e.g. library.
6. Regularly report back to the teacher on pupil's progress and areas of concern.
7. Liaise with class teacher on a daily basis to discuss class tasks, carry out tasks set by a qualified teacher.
8. Prepare class lists, worksheets and carry out general examination administration tasks and maintain class records at the request of the class teacher.
9. Preparation of classroom/education materials and organise supplies of classroom/educational materials and equipment.
10. Collect and record payments of pupil's monies e.g. lunch, school trips and assist with classroom administrative tasks e.g. photocopying, filing.
11. First Aid and/or lunchtime/break time playground supervision if required.
12. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (if appropriate).

PERSON SPECIFICATION

Knowledge/Qualifications:

- NVQ Level 2 / CACHE Level 2 Certificate or equivalent.
- Good standard of general education e.g. GCSE English, Mathematics and Science.

Skills/Abilities:

- Knowledge of the national school curriculum.
- Good questioning skills.
- Good observation and assessment skills.
- Ability to work within a team working environment and also able to work independently.
- Excellent communication and interpersonal skills.
- Confidentiality at all times.

Experience:

- At least 1 or 2 years' experience of working with children and particularly children with special educational needs is desirable.

Personal Qualities:

- Calm under pressure, adaptable and energetic.
- A caring and positive attitude.
- A good listener and sensitive to pupils needs.
- A sense of responsibility.
- Positive behaviour management.
- A good sense of humour.
- Flexibility and use of initiative is very important.

Special Factors:

- Needs to work flexibly to accommodate educational trips (may include residential).
- Responsibility for administering first aid if required.

Safeguarding Statement

Oaklands Junior School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.