



# Level 1 Teaching Assistant Job Description & Person Specification

**EMMAUS**  
CATHOLIC MAC  
Our journey with Christ

## **Job Description for Level 1 Teaching Assistant**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 2 (SCP 3)  
£24,796 per annum FTE (pro-rata 39 weeks, FT £21,404.46 - £21,888.56)

**Line Manager:** Principal

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Level 1 staff work under the direct instruction/supervision of a classroom teacher and provide general basic help and support, mainly but not exclusively of a physical nature. Key features: To support access to learning by undertaking a range of practical duties within the classroom including physical care of pupil(s) as appropriate

To undertake work/care/support programmes, to enable access to learning and to assist a teacher in the management of pupils and the classroom. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work 32.5 hours per week 8.30am – 3.30pm, 5 days per week, term time only + 5 training days per year.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

#### **Support for Pupils**

- Help with the care and support of pupils, both individual and groups
- Supervise the activities of individuals or groups of children to ensure their safety (including duties)
- Contribute to the personal and emotional care, health, hygiene and welfare of pupils.
- Assist pupils with dressing/changing for activities
- Encourage pupils to act independently as appropriate
- Encourage pupils to interact with others and engaged in activities led by a teacher
- Support pupils to understand instructions
- Support pupils in using basic ICT as directed
- Escort pupils around the school premises
- Basic general support to pupils in line with a statement of special needs or planned provision
- Listening to and assisting children to read
- Routine support for pupils with literacy and numeracy skills

## **Support for Teacher/School**

- Display and present children's work as directed
- Prepare and organise teaching resources including the checking and maintaining of teaching and learning equipment and materials including control of stock within the classroom
- Prepare resources for lessons and activities as directed
- Report behaviour difficulties appropriately and support the teacher in basic management of pupil behaviour.
- Assist with supervision of pupils out of school time including before and after school and lunchtime.
- Undertake duties on a rota basis during mid morning and mid afternoon breaks
- Accompany staff and pupils on visits and trips as required and take responsibility for a group under the supervision of a teacher.
- Gather information from parents/carers as directed.
- Maintain basic records in accordance with school policy.
- Provide general clerical support e.g. photocopying, collecting money
- Routine support for pupils to access the curriculum
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

## **Other Duties**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Level 1 Teaching Assistant**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
G.C.S.E's 4 and above in Maths & English	✓	
NVQ Level 2 Certificate in Supporting Teaching and Learning in Schools, or equivalent qualification in Childcare and Education.		✓
Very good numeracy and literacy skills.	✓	
Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour.		✓
Paediatric First Aid Certificate		✓
<b>Knowledge and Experience</b>		
Demonstrable experience of working with or caring with children of a relevant age.	✓	
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	✓	
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
Understanding of the principles of child development and learning processes.	✓	
Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.	✓	
Understanding of statutory frameworks relating to teaching	✓	
<b>Practical Skills</b>		

Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Relevant knowledge of first aid.	✓	
Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a high standard.	✓	
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	✓	
Committed to safeguarding and welfare of all pupils	✓	
<b>Personal Qualities and Attributes</b>		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.