

# **SEFTON METROPOLITAN BOROUGH COUNCIL**

## **JOB DESCRIPTION**

**School:** Range High School  
**Post:** Teaching Assistant (Level 1)  
**Grade:** Grade C  
**Section:** SEN

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**Responsible to:** Mrs V Alexander

**Responsible for:** N/a

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### **JOB PURPOSE**

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.

### **MAIN DUTIES**

#### **Support for the Pupil**

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs
- Promote 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 the Teacher**

- Provide minimal clerical/administration support.
- Assist with the display of children's work
- Prepare classroom as directed for lessons and clear afterwards
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested
- Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format
- Gather/report basic information from/to parents/carers as directed

#### **Support for the Curriculum**

- Prepare and maintain equipment and resources as directed
- Assist pupils in the use of appropriate resources within appropriate lesson plan

#### **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan

- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

### **General**

1. This job description is a representative document. Other reasonable duties may be allocated from time to time commensurate with the general character of the post and its grade.
2. All duties must be carried out in a courteous and professional manner.
3. The conditions, purpose and duties outlined in this job description also apply to any overtime period.
4. The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission. This condition also applies to any arranged overtime.
5. The post holder may be privilege to confidential information and is required to maintain confidentiality at all times.
6. All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
7. Range High is an equal opportunities employer.

### **Special Conditions**

1. In accordance with the Criminal Justice and Court Services Act 2000, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post.

**Prepared by:** Andy Pritchard, Resources Director

**Date:** July 2018