



TEACHING ASSISTANT Level 1 **JOB DESCRIPTION**

Name:	
Allowances:	A1/B1
Hours:	TTO + 5 days
Responsible to:	TA Team Leader and SENCo
Review Date:	

The Post

The successful candidate will assist with students with their school work, usually within the classroom, although some lessons will be with individuals or small groups of students.

Patience, firmness, initiative and a good level of literacy are required.

The role of the Teaching Assistant

- To promote inclusion and acceptance of all students
- To supervise and provide support for Students, ensuring their safety and access to learning activities.
- To assist with the implementation of personal programmes including Individual Educational/Behavioural Plans and Personal Care Programmes.
- To establish constructive relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To encourage students to interact with others and engage in activities led by the teacher
- To promote student's self-esteem and independence.
- To provide feedback to students in relation to progress and achievement under the guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work

Headteacher: Miss D Martin

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

www.bentonpark.org.uk

E-mail: secretary@bentonpark.net

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- To use strategies in liaison with the teacher, to support students to achieve learning goals
- To support students in respect of local and national learning strategies - literacy, numeracy, KS3, as directed by the teacher
- To provide feedback on students' responses to learning activities and record achievement /progress as directed.
- Provide 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 under the guidance of the teacher.
- To establish constructive relationships with parents/carers.
- To administer routine tests and invigilate exams and undertake routine marking of students' work.
- To provide clerical/administrative support – photocopying, typing, filing, administer coursework.
- To undertake agreed learning activities/teaching programmes.
- To support the use of ICT in learning activities.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students 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 students 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.

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- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To carry out additional duties as required by the Headteacher.

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break time and after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data, ensuring all concerns are reported appropriately in a timely manner.
- Undertake any other duties commensurate with the grade of the post.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

All job descriptions may change and/or be amended, following negotiation, with the Headteacher in light of changing national, local and school agendas.

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HEALTH & SAFETY

The Facilities Officer will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Signed

Date

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POST TITLE: TEACHING ASSISTANT - Level 1

Essential Criteria	Desirable Criteria
SKILLS Good numeracy/literacy skills Good ICT skills Use of other equipment technology – video, photocopier Ability to relate well to children and adults Work constructively as part of a team	 Maths and/or English Grades GCSE A-C or CSE level 1 First aid training/training as appropriate Ability to self-evaluate learning needs and actively seek learning opportunities Effective use of ICT to support learning
KNOWLEDGE & UNDERSTANDING Basic understanding of child development and learning Working with or caring for children of relevant age An understanding of the importance of safeguarding and how this relates to working with children/young people.	 Understanding classroom roles and responsibilities and your own position within these. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies Understanding of relevant policies/codes of practice and awareness of relevant legislation
QUALIFICATIONS/ TRAINING Qualifications and/or Experience of working with Children and/or young people in a professional setting.	 Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment Training in the relevant learning strategies e.g. literacy

We are actively committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced CRB disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.

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