

# METROPOLITAN BOROUGH OF ROCHDALE

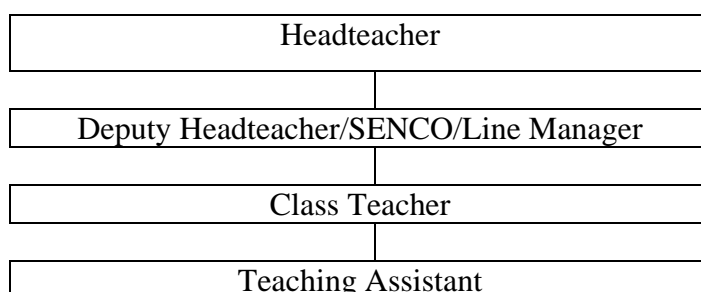
## JOB DESCRIPTION

### OCCUPATION

<b>Job Title:</b>	Teaching Assistant Level 1 SEN
<b>Grade:</b>	Scale 1/2 SCP 8-13 ( £13,189-£15,444) pro rata. Hourly rate £6.97 - £8.49 The Council is currently undertaking a Pay and Grading Review therefore the grade of this post may change.
<b>School/Service:</b>	<b>Norden Community Primary School</b>
<b>Responsible to:</b>	Class Teacher/Senco
<b>Responsible for:</b>	None
<b>Hours of Duty:</b>	<b>20 hours per week flexible working hours in accordance with the needs of the School.</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• The Council operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the Council which is wholly owned, leased or operated and occupied by RMBC.</li><li>• The postholder will be required to attend occasional evening or out of hours meetings</li></ul>
<b>CRB Disclosure Level:</b>	Enhanced

**This school/service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

### **Organisational Chart:**



### **PURPOSE AND OBJECTIVES OF THE JOB**

1. To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of physical/social needs, general care and basic classroom management techniques to support their learning.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholders control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Teaching resources including audio visual and computer equipment.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

### **Relationships (Internal and External)**

- Internal:
1. Teaching and support staff within the Nursery Unit/School
  2. Users of the Nursery Unit/School
  3. Voluntary helpers
  4. Pupils

- External:
1. Parents/Carers
  2. Staff in other schools and within the LEA.

## **RESPONSIBILITIES:**

The postholder must:

1. Perform his/her duties in accordance with School's Equal Opportunities Policy.
2. Ensure that School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **PRINCIPAL DUTIES**

### Support for the Pupil

- Support pupils, including those with Special Educational Needs, to access the curriculum in line with appropriate lesson plan/teacher direction.
- Establish good 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.
- Promote self esteem and independence.
- Respond to pupils minor medical problems.
- Deal with the personal care and comfort of pupils as required.

### Support for the teacher

- Provide minimal clerical/administration support e.g. photocopying, word processing, filing, collecting money etc.
- 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.
- To escort pupils as necessary and assist in movement around the school..

### Support for the curriculum

- Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction.
- Prepare and maintain equipment/resources as directed.
- Assist pupils in the use of appropriate resources in accordance with the lesson plan.

### Support for the school

- Be aware of and comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an 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.
- Assist with the organisation, routines and upkeep of the learning environment.

## **SECONDARY DUTIES**

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of School, as may be determined by the School (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date \_\_\_\_\_