



**WOKINGHAM**  
**BOROUGH COUNCIL**

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### **JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant Level 1	<b>Job Ref:</b>	SCH 123
<b>School:</b>	Woodley CE Primary School	<b>Salary:</b>	
<b>Reports To:</b>	Class Teacher		
<b>Grade:</b>	3		
<b>Employment Status:</b> Permanent			
<b>Hours of Work:</b> Part Time -			
<b>Job Purpose:</b>  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			
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community			
<b>Organisation Chart:</b> Show the structure two levels above and two levels below in the Division or Section - example boxes and lines have been supplied below:  <div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Head Teacher</div><div style="text-align: center;">↓</div><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Phase Leader</div><div style="text-align: center;">↓</div><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Class Teacher</div><div style="text-align: center;">↓</div><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Teaching Assistant</div></div>			

**Scope****Financial Accountabilities**

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

**Staff Responsibilities**

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

**Management of Physical Assets**

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

**Summary of Main Contacts.**

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

<b>Main Tasks/Accountabilities</b> List up to ten <b>key</b> tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required	<b>Approx% of working time spent</b>
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 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)	
	<b>100%</b>

# PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training ) - What does the postholder need to know in order to be able to carry out the role to the level required.

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

**Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- 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:** type, level and length.

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

**Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- 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:** e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

Needs to work flexibly to accommodate educational trips (may include residential)

Responsibility for first aid if required