



# St Andrew's C of E (Aided) Primary School

Townfield Lane, Bebington, Wirral, CH63 7NL  
Tel: 0151 645 7782 Email: schooloffice@standrews.wirral.sch.uk  
Headteacher: Mrs A Lamkin M.A., B.A.(Hons), PGCE, NPQH



*"Live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God."*

<b>Post Title:</b>	<b>Teaching Assistant – Level1</b>
Purpose:	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
Reporting to:	Headteacher
Liaising with:	Class Teachers
Disclosure level:	Enhanced DBS
Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

## Main Duties & Responsibilities

### Specific duties and responsibilities

#### 1. Support for Pupils

- To have regard for the safety and well being of the pupil at all times
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To encourage inclusion within the classroom
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings or visits and at playtimes and lunchtime
- To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.)

#### 2. Support for Teachers

- To receive instruction from teachers regarding the daily/weekly programme of activities and events
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision
- To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers

- Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school secretary
- To assist in the display of pupils' work to reflect their achievement
- To assist with tasks within the school's assessment procedures
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence

### **3. Support for the School**

- To attend appropriate staff meetings as required
- To be aware of all Health & Safety issues
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher
- To assist with the general supervision of children during breaktimes and/ or when required
- To be a proactive member of the school and class team
- To attend relevant professional development, in order to update knowledge
- To promote the policies and ethos of the school

### **4. Support for the curriculum**

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment, indoors & outdoors

### **GENERAL**

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

St Andrews will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.