



OUTLINE JOB DESCRIPTION

POST TITLE	TEACHING ASSISTANT GENERAL – (Band 4)	POST REFERENCE						

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

To work under the direction/instruction of senior staff.

RANGE OF DECISION MAKING:

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well being of the pupils.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school, it's pupils, parents and carers.

The provision, use and storage of equipment and materials used by pupils with whom the postholder is working.

General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES:

1. SUPPORT FOR PUPILS

- 1.1 Supervise and support pupils ensuring their safety and access to learning, attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 1.2 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 1.3 Promote the inclusion and acceptance of all pupils.
- 1.4 Encourage pupils to interact with others and engage in activities led by the teacher.
- 1.5 Encourage pupils to act independently as appropriate.

2. SUPPORT FOR THE TEACHER

- 2.1 Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- 2.2 Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- 2.3 Undertake pupil record keeping as requested.
- 2.4 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- 2.5 Gather/report information from/to parents/carers as directed.
- 2.6 Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

3. SUPPORT FOR THE CURRICULUM

- 3.1 Support pupils to understand instructions.
- 3.2 Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
- 3.3 Support pupils in using basic ICT as directed.
- 3.4 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

4. SUPPORT FOR THE SCHOOL

- 4.1 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.
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos/work/aims of the school.
- 4.4 Appreciate and support the role of other professionals.
- 4.5 Attend relevant meetings as required.
- 4.6 Participate in training and other learning activities and performance development as required.
- 4.7 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 4.8 Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- 4.9 To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.