



<b>Post title</b>	Teaching Assistants – Level 1
<b>Salary and grade:</b>	Level 1 – Band C £18,264 pro rata (£24,404 FTE)
<b>Hours</b>	32 hours per week, term time only + training days. Fixed term + Permanent posts available .
<b>Line manager/s:</b>	Class Teacher, members of the Senior Leadership and the governing body.

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### **Main purpose of the job:**

To work under the direction and instruction of appropriate teaching staff to support access to learning for pupils and enable their progress. To provide general support in the management of pupils and the classroom.

You will be committed to safeguarding and promoting the welfare of children, young people and adults (DBS checks are compulsory).

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### **Key duties and responsibilities**

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

#### *All levels*

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

## **Support for pupils:**

### *Level One:*

- 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.
- Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.

## **Support for the Teacher:**

### *Level One:*

- Assist in ensuring that the learning environment is safe and purposeful for the pupils at the beginning and end of the day.
- Ensure that all resources and equipment are clean, hygienic and ready for use.
- To support children and young people in all areas of learning under the direction of the Teacher or HLTA.
- Monitor pupils responses to learning activities and record achievement and progress as directed.
- To encourage positive behaviour for learning.

## **Support for the curriculum:**

### *Level One*

- Undertake structured and agreed learning activities and teaching programmes with individuals.
- Awareness of the current legislation regarding the curriculum, for example, National Curriculum, EYFS Curriculum and Accreditation.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **Safeguarding**

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## [Information for Candidates](#)

**Closing Date: Wednesday 15<sup>th</sup> January 2025 at noon**

**Interview Date(s): Tuesday 21<sup>st</sup> January 2025**

### **How to Apply:**

If you would like to apply for one of our Teaching Assistant posts, please do so by completing an application form which can be found on our Vacancy page - [Kelford Vacancies](#)

Your statement in support of your application, as a guide, should be around 2 pages long and should address the selection criteria detailed in the Person Specification.

**Please detail on your application which level of Teaching Assistant you are interested in. All posts are 32 hour posts but if you are interested in part time hours, please indicate this on your application also.**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

We reserve the right to close this vacancy early should we receive an overwhelming response.