**Job Description – Teaching Assistant Level 1 (TA1)**

**Main Duties**

Under the guidance and direction of teaching staff and/or senior colleagues:-

General Responsibilities

* Work as directed by senior staff
* Adhere to all Academy policies and whole school development plans including confidentiality, child protection, H&S, equal opportunities, SEN etc
* Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management
* Attend and participate in CPD activities as required
* Attend meetings and liaise with colleagues in school and parents/careers as required
* Be an effective role model for pupils by demonstrating and promoting positive values, attitudes and behaviours
* Engage with all pupils as directed by the Academy in line with the overall goals of the Academy and the needs of all pupils

Core Responsibilities

* Support students with their learning and well being
* Have knowledge of individual students in order to assist with learning and behaviour in line with any plans
* Feedback to teaching staff on progress and behaviour of students and effectiveness of learning activities
* Feedback to students in relation to learning and behaviour
* Assist in preparing pupil reports and other administrative tasks including outcome plans, end of year reports, behaviour reports/plans and third party assessments
* Support the assessment and recording of student progress and attainment
* Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after school clubs, activity centres, coffee shop / bistro etc.
* Supervision and support of children during break and lunch times including feeding where necessary
* Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc
* Preparation of learning resources, equipment and displays including cleaning, tidying & organising
* Ensure cleanliness of equipment, resources and learning areas
* Use ICT effectively to support learning activities
* Escort pupils to and from school transport and escort pupils with an appropriate colleague if required
* Accompany teachers/senior colleagues and pupils on educational visits and assisting in the supervision of pupils
* Carry out tasks for the general health, domestic care and welfare of pupils including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)