**Teaching Support Grade 1**

**Job Description**

**All Support Assistants will be expected to:**

\*Have regard to the Children Act (2004) and treat all children with respect and provide for their personal, educational and learning needs.

\*Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.

\*Be a member of the team who make up the whole school staff including teachers, teaching assistant, caretaker, clerical assistants, supervisory assistants, kitchen staff and cleaning staff.

Be responsible for maintaining high standards in the following key areas:-

**Key Area: Curriculum Delivery**

**Key Tasks:**

\*Work in partnership with teachers and other professionals to provide effective support for learning activities.

\*Contribute to the planning and evaluating of learning activities.

\*Observe and report on child/ren’s performance to class teacher and/or other leaders.

\*Take a full and active role in preparing and maintaining the learning environment.

\*To work with individual/small groups of children under the direction of the class teacher.

**Key Area: Pastoral Care**

**Key Tasks:**

\*Know the individual children well.

\*Talk and listen to children.

\*Communicate with parents/guardians – under the direction of school leadership team or class teacher.

\*Communicate effectively with other team members.

\*Give appropriate help throughout the school day, including the children’s break and lunch times. This may mean having your own breaks at other times.

\*Support school policy regarding equality and diversity.

**Key Area: Team Membership**

**Key Task:**

\*Contribute to relevant team meetings.

\*Make effective team contributions.

\*Support other team members.

\*Recognise and use your own strengths and those of others.

**Key Area: Health**

**Key Tasks:**

\*Contribute to both the physical and emotional health and the well-being of the children.

\*When required work with Head Teachers and SENDCO in liaising with Health Service professionals, particularly with regard to children with Special Educational Needs.

**Key Area: School Identity**

**Key Tasks:**

\*Promote a positive image of the school to children, parents and visitors.

\*Support children to be involved in the life of the wider school community.

**Key Area: Personal and Career Development**

**Key Tasks:**

\*Review and develop your own professional practice.

\*Identify training needs in association with the senior leadership team.

\*Undergo appropriate training.

**Signed ……………………………………………………………………………………………… Date ………………………………**