JOB DESCRIPTION

**POST TITLE**: Teaching Assistant Level 1

**GRADE:** D (SCP 11 – 13)

# MAIN PURPOSE: To work under the direct instruction of teaching/senior staff, usually in, or in close proximity to, 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, including those with SEN.

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### TASKS:

#### SUPPORT FOR THE PUPIL:

* Supervise and support pupils ensuring their safety and access to learning
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Encourage pupils to act independently as appropriate

**SUPPORT FOR THE TEACHER:**

* Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed
* Undertake pupil record keeping under close supervision of class teacher.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed
* Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

**SUPPORT FOR THE CURRICULUM:**

* Support pupils to understand instructions therefore ensuring accessing of national curriculum as directed by teacher
* Support pupils in using basic ICT as directed
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## SUPPORT FOR THE SCHOOL

* Be aware of and comply with school 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/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Assist, alongside teaching staff, with the supervision of pupils out of directed lesson time, including before and after school and at lunchtimes
* Accompany teaching staff and pupils on visits, trips and out of school activities as required
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed: Date: