



## WITH THE POWER TO ACT

### Job Description - Teaching Assistant Level 1

<b>Job Title:</b>	Teaching Assistant Level 1
<b>Salary:</b>	Grade C – (£22,737 to £23,114 Pro Rata)
<b>Contract Type:</b>	30 hours per week, Fixed Term for 1 year/Term Time only
<b>Reporting to:</b>	Sendco
<b>Job Purpose:</b>	Under the instruction/guidance of teaching/senior staff, undertake work/care/support programmes to individual/groups of pupils, support for those with SEN, enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
<b>Main Duties &amp; Responsibilities</b>	<p><u>Support for Pupils</u></p> <ul style="list-style-type: none"> <li>▪ Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>▪ Establish constructive relationships with pupils and interact with them according to individual needs.</li> <li>▪ Promote the inclusion and acceptance of all pupils.</li> <li>▪ Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>▪ Promote self-esteem and independence.</li> <li>▪ Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.</li> </ul> <p><u>Support for Teachers</u></p> <ul style="list-style-type: none"> <li>▪ Provide clerical/administrative support, eg photocopying, typing, filing, money, administer coursework etc.</li> <li>▪ Assist with the display of pupils' work.</li> <li>▪ Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.</li> <li>▪ Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.</li> <li>▪ Undertake pupil record-keeping as necessary.</li> <li>▪ Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li> <li>▪ Administer routine primary tests and invigilate exams.</li> <li>▪ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.</li> <li>▪ Establish constructive relationships with parents/carers.</li> </ul> <p><u>Support for the Curriculum</u></p> <ul style="list-style-type: none"> <li>▪ Assist and support structured and agreed activities/teaching programmes, taking into consideration pupils' learning styles.</li> <li>▪ Support literacy and numeracy and provide feedback to the teacher.</li> <li>▪ Support for the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> <li>▪ Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.</li> </ul> <p><u>Support for the School</u></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>▪ Contribute to the overall ethos/aims of the school.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Appreciate and support the role of other professionals.</li> <li>▪ Attend and participate in relevant meetings as required.</li> <li>▪ Participate in training and other learning activities and performance as required.</li> <li>▪ Assist with the supervision of pupils and out of lesson times.</li> <li>▪ 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.</li> </ul>
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This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

*This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.*

*All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.*

*The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

Postholder Signature: .....

Date: .....

Postholder Name (in capitals): .....

Date: .....

Headteacher Signature: .....

Date: .....