



Job Description TA Level 1

Name:

Reporting to: Head Teacher

Line Manager: Class Teacher/SENCO

Qualifications: NVQ Level 1/Equivalent

Additional areas of Responsibility:

MAIN PURPOSE

To work under the direct instruction of teaching/senior staff, usually in 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.

Specific duties and responsibilities

Support for Pupils

- To support pupils with their learning and behaviour, including pupils with special educational needs and/or emotional difficulties.
- To develop an understanding of the specific needs of pupils taking into account the type of teaching and learning support involved and the requirements of the IEP, ensuring that the advice is carried out.
- To have regard for the safety and well-being of the pupil at all times
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. (Medical needs, provided appropriate training has been given by an appropriate person.)
- To encourage inclusion within the classroom
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils around school or on outings/visits
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- General support to pupils in line with a statement of special needs or planned provision
- Listening to and assisting children to read
- Routine support for pupils with literacy and numeracy skills

Support for Teachers

- To receive instruction from teachers regarding the daily/weekly programme of activities and events
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision
- Check and maintain teaching and learning equipment and materials including control of stock within the classroom
- To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers
- Report behaviour difficulties appropriately and support the teacher in basic management of pupil behaviour.
- Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school secretary
- To assist in the display of pupils' work to reflect their achievement
- To assist with tasks within the school's assessment procedures
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence

Support for the School

- To attend appropriate staff briefings/meetings as required
- To be aware of all Health & Safety issues
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher
- To assist with the general supervision of children during breaktimes and/ or when required
- To be a proactive member of the school and class team
- To attend relevant professional development, in order to update knowledge
- To promote the policies and ethos of the school

Support for the curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment, indoors & outdoors

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- Contribute to the overall ethos /work/aims of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.
- Understand and apply school policies in relation to health, safety and welfare
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

PERSON SPECIFICATION

Safeguarding	Essential
Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by;	
• treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position	✓
• having regard to the need to safeguard students' well-being, in accordance with statutory provisions	✓
• showing tolerance of and respect for the rights of others	✓
• not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs	✓
• ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law	✓

Signed: _____ Post Holder

Date: _____

Signed: _____ Headteacher

Date: _____