



Job Description for Level 1 Teaching Assistant

Post Title: Teaching Assistant Level 1

Grade: 2 (scp 3)

Reports to: Headteacher/SENCO

Main Purpose

To work with and supervise Early Years/KS1 children with additional needs under the direction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques and provide general support to the teacher in the management of pupils and the classroom.

Job Profile

Support for Pupils

- Establish good working relationships with pupils, acting as a role model
- Implement personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote safe-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Work with other professionals as deemed appropriate
- Deliver support programmes written by professionals

Support for the Teacher

- Assist with the display of children's work
- Prepare classroom as directed for lessons and clear afterwards
- Provide administration support, i.e. display, laminating for teachers, photocopying
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans

- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Undertake pupil record keeping as requested
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Support pupils to understand instructions
- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake activities, knowing the learning objectives, recording achievements and progress and providing appropriate reports and feedback to the teacher
- Support the use of computing in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lessons plans/relevant learning activity 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. Report all concerns to the appropriate person (as named in the policy concerned). Complete CPOMS and follow up in line with the School's Safeguarding Policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role other professionals
- Attend relevant meetings as required
- Participate in training, including INSET, and other learning activities as required
- Undertake lunchtime supervision of pupils.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Set a good example in terms of dress, punctuality and attendance

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.