



Job Description



Designation of Post	Teaching Assistant Level 1 (Supporting and delivering Learning)	Grade TA1 C	
	Key Role/Functions 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 1. Support for Pupils <ul style="list-style-type: none">To have regard for the safety and well being of the pupil at all timesTo work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role modelTo meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided an appropriate person has given appropriate training.Debrief sessions and review of the day. Prepare pupil for new learning each daySupport pupils to regulate emotions through regular sensory breaksTo support children with social emotional and behaviour issuesSupport children with ACEs Trauma and Attachment experienceTo encourage inclusion within the classroomTo encourage pupils to interact with others and engage in activities led by the teacherTo assist in the supervision of pupils on outings or visitsTo encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.) 2. Support for Teachers <ul style="list-style-type: none">To receive instruction from teachers regarding the daily/weekly programme of activities and eventsTo set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervisionTo be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carersTo assist in the display of pupils' work to reflect their achievementTo work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence		

3. Support for the School

- To attend appropriate staff meetings/ team 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 break times and/ or when required
- To support pupil on 1:1 at lunchtime and break times as 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

4. Support for the curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- 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