



Chawson Community First School

Job Description:

Grade 1 Teaching Assistant

Name of Teaching Assistant:

Date: September 2022

Job title: Grade 1

Responsible to: Headteacher, Classteacher, SEN Co

Point Range: Scale point 2-4

Job Purpose:

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills. To undertake tasks required by teacher's to enable a positive working environment.

Outline of Responsibilities and Tasks:

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.
- To assist the teacher with learning activities generally in the classroom.
- To carry out appropriate activities as planned within the classroom or with groups of pupils.
- To display and present children's work.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and discipline of children and students, within the procedures of the school.

- To assist the teacher in liaising with parents and outside agencies/professionals.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) to assist with the identification and monitoring of children's general health and welfare.
- Helping the teacher with tasks.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support for the Literacy and Numeracy.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- To do playground duties when requested.
- Any other tasks as directed by the head teacher which fall within the purview of the post.

Note:

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed about may be subject to reasonable change from time to time following consultation between the post holder and the Head Teacher.

Issued By Date

Received by Date