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| **POST TITLE: TEACHING ASSISTANT – Level 1** |
| **OVERALL PURPOSE OF THE POST** |
| To work under the direction and instruction of appropriate staff to support access to learning for pupils, and provide general support in the management of pupils and the classroom. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. **Support for pupils**    * To promote good pupil behaviour, providing support for the teacher in dealing promptly with conflict and incidents    * Attend to the pupils’ personal needs and implement related personal programmes including social, health, physical, first aid and welfare matters.    * Supervise and support pupils, ensuring their safety and access to learning, including pupils on visits, trips and out of school activities as required.    * Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs    * Encourage pupils to interact and work cooperatively with others and to engage in activities led by the teacher    * Encourage pupils to act independently as appropriate 2. **Support for the teacher**    * To promote the inclusion and acceptance of all pupils within the classroom.    * Prepare the classroom, as directed, for lessons and clear away afterwards, and assist with the display of pupils’ work.    * Be aware of pupil achievements, progress and problems, and report to the teacher as agreed.    * Undertake pupil record keeping as requested.    * To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.    * To gather / report information to/from parents/carers as directed    * Provide administrative support, for example, photocopying, filing, administering pupils’ work etc. 3. **Support for the Curriculum**  * Support pupils to understand instructions and assist them in accessing learning activities * Support pupils in respect of local and national learning strategies, eg literacy, numeracy, KS2, etc. as directed by the teacher. * Support pupils in using basic ICT developing pupil competence and independence in its use. * Prepare, maintain and use equipment and resources as directed by the teacher, and assist pupils in their use.  1. **Support for the Academy**    * Be aware of and comply with policies and procedures relation to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy.    * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.    * Support the role of other professionals, establishing constructive relationships and communication    * Attend and participate in relevant meetings as required.    * Participate in training and other learning activities and performance development as required.    * Assist with the monitoring of pupils out of lesson times including both before and after school and at lunchtimes / break periods.    * Accompany teaching staff and pupils on visits, trips and out of school activities as required.    * There may be an occasional requirement to attend work outside of the normal working day for which appropriate payment would be made. 2. **General duties and responsibilities**  * Appropriate knowledge of First Aid will be required, for which training will be provided. * To appropriately maintain the confidentiality of the working environment * Contribute to and promote the overall ethos/aims of the school. * Support and maintain a positive working environment between colleagues across the * To deliver and undertake training as required * To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures. * To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974. * To understand and comply with procedures for the emergency evacuation of the school.   The role may involve working at other locations within the trust. |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |