



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	
POST TITLE	TEACHING ASSISTANT – LEVEL 1
ROLE PROFILE	LD 2
TOOLKIT JOB REF NUMBER	ToolkitJD13a
GRADE	2 (inclusive of JWCs) Mainstream School
RESPONSIBLE TO	Line Manager as defined in staffing structure
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	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
RELEVANT QUALIFICATIONS AND EXPERIENCE	GOOD LITERACY/NUMERACY SKILLS COMPLETION OF DfE TEACHER ASSISTANT INDUCTION PROGRAMME PARTICIPATION IN DEVELOPMENT AND TRAINING OPPORTUNITIES

JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT – LEVEL 1

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

SUPPORT FOR PUPILS

1. Provide 1:1 support for a child with a physical disability
2. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
3. Supervise and support pupils ensuring their safety and access to learning
4. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to interact with others and engage in activities led by the teacher
7. Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

8. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
9. Be aware of pupil problems/progress/achievements and report to the teacher as agreed
10. Undertake pupil record keeping as requested
11. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
12. Gather/report information from/to parents/carers as directed
13. Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM

14. Support pupils to understand instructions
15. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
16. Support pupils in using basic ICT as directed
17. Prepare and maintain equipment/resources as directed by the teacher

and assist pupils in their use

SUPPORT FOR THE SCHOOL

18. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
19. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
20. Contribute to the overall ethos/work/aims of the school
21. Appreciate and support the role of other professionals
22. Attend relevant meetings as required

23. Participate in training and other learning activities and performance development as required
24. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
25. Accompany teaching staff and pupils on visits, trips and out of school activities as required
26. Any other related duties as they may arise.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
