

ARNOLD ACADEMY

JOB DESCRIPTION

NAME:

JOB TITLE: Teaching Assistant – Level 1 (including Midday Supervisor role)

PAY SCALE: Grade 1C (Starting Point 1 – range 1-2)

HOURS:

RESPONSIBLE TO: Headteacher/Head of School/ SENDCo

JOB PURPOSE: Under the direct instruction of teaching staff to assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.

MAIN DUTIES & RESPONSIBILITIES:

1. To attend to the educational, personal and social needs of pupils.
2. To assist the classroom teacher in preparation of teaching materials and in educational activities.
3. To assist teachers with educational activities in the classroom to support pupils' learning and development.
4. To be aware of, and follow, academy policies and procedures.
5. To be aware of any Health and Safety issues that may affect your work.
6. To attend safeguarding and Child Protection training and follow agreed academy procedures.
7. To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.
8. To perform break duties as required.
9. To attend team meetings, participate in performance management arrangements and undertake training and development activities.
10. To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential or sensitive information.
11. To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and to attend relevant in-service training.
12. To undertake tasks of a similar nature and level, as directed by the Headteacher, which may be determined from time to time.