



JOB DESCRIPTION

Teaching Assistant Level 1

REPORTS TO

Assistant Head Teacher

GRADE

1

JOB PURPOSE

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

MAIN RESPONSIBILITIES

Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

Support for the teacher:

5. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
6. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
7. To provide regular feedback to teachers on pupils' achievement and progress.

8. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

SAFEGUARDING

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Educated to GCSE (minimum C Grade, or equivalent in English and Maths)	✓		A
Willingness to participate in further continued professional development	✓		I
KNOWLEDGE AND EXPERIENCE			
Recent experience of working in a school	✓		A
Experience of a range of positive behavior management strategies	✓		A / I
SKILLS AND ABILITIES			
Understand the importance of confidentiality	✓		I
Understanding of safeguarding	✓		A / I
Knowledge of IT systems (such as CPOMS)		✓	A / I
ATTRIBUTES AND QUALITIES			
Ability to efficiently manage time		✓	I
COMMUNICATION			
Able to communicate effectively with children, parents and staff	✓		I
TEAM WORKING			
Ability to work well with others	✓		I