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| **Job Title:** Teaching Assistant Level 1 |
| **Directly responsible to:** Executive Principle /Associate Head Teacher / Teaching Assistant Team Manager |
| **Directly responsible for:** working 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 |
| **Hours of Duty:** 32 hours 30 minutes per week  Term time only plus 5 Professional Development Days (44.7 Weeks) |
| **Grade:** Grade 1A (SCP 2 – 6) of the National Salary Scale plus SNA 1 |

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| **Main Duties and Responsibilities**  **Support for the Pupils**  Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters  Supervise and support pupils ensuring their safety and access to learning  Establish good relationships with pupils, acting as a role model and being aware of and  responding appropriately to individual needs  Promote the inclusion and acceptance of all pupils  Encourage pupils to interact with others and engage in activities led by the teacher  Encourage pupils to act independently as appropriate    **Support for the Teacher**  Prepare classroom as directed for lessons and clear up afterwards and assist with the display of pupils work  Be aware of pupil problems/progress/achievements and report to the teacher as agreed  Undertake pupil record keeping as requested  Support the teacher in managing pupil behaviour, reporting difficulties as appropriate  Gather/report information from/to parents/carers as directed  Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc. |

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| **Support for the Curriculum**  Support pupils to understand instructions  Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher  Support pupils in using basic ICT as directed  Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use  **Support for the School**  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  Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop  Contribute to the overall ethos/work/aims of the school  Appreciate and support the role of other professionals  Attend relevant meetings as required  Participate in training and other learning activities and performance development as required  Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes  Accompany teaching staff and pupils on visits, trips and out of school activities as required |

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| **Knowledge and Skills** To be qualified at NVQ Level 2 or possess a relevant qualification  Appropriate knowledge of first aid  Use basic technology – computer, video, photocopier  Ability to relate well to children and adults  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |

**Review Arrangements:**

**The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Academy will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.**

Received and accepted by ……………………………………………………

Executive Principlal …………………………………………………………

Date ……………………………………………………….