



FACT

Together we can



Teaching Assistant – Level 1

Job Description

(Updated 2024)

Role Profile

Job Title: Teaching Assistant – Level 1

School: FACT Trust schools

Grade Range: Grade 2 – scale point 3-5

Reports to: Head of School

Role Purpose: *To work under the direct instruction of teaching/senior staff to support access to learning for individual pupils and provide specific support for groups of pupils*

Areas of responsibility and Key Tasks

Support for Pupils

This will involve:

- Supervising and supporting pupils, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop, including the need to provide intimate care where necessary for a child to access their learning.
- Encouraging pupils to interact with others and engage in activities
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to act independently as appropriate.
- Supporting pupils to understand instructions.

Support for the Teachers

This will involve:

- Being aware of pupil need/progress/achievements and reporting to the teacher as agreed.
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Preparing groups as directed for lessons
- Undertaking pupil record keeping as requested
- Providing clerical/administrative support, e.g. photocopying, displays etc.

Support for the Curriculum

This will involve:

- Supporting pupils in respect of local and national learning strategies
- Supporting pupils in using basic ICT as directed
- Preparing and maintaining equipment/resources and assisting pupils in their use.
- Ensuring access to all areas of the curriculum

Support for the School

This will involve:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop, including the need to provide intimate care where necessary for a child to access their learning.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the development plans.
- Championing the professional integrity of the school
- Actively sharing feedback on School policies and interventions

