**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Teaching Assistant – Level 1 |
| JD Reference: | CMAT 001 |
| School/Academy: | West Town Primary Academy |
| Weeks: | 39 Weeks |
| Hours of work: | 32.5 Hours |
| Salary: | Grade 4 Points 3 - 5 |
| Responsible to: | SENDCO |

|  |  |
| --- | --- |
| Role: | To support the teaching of students. |
| Purpose of job: | To assist the classroom teacher in the support and inclusion of children.  To support access to learning for students and encourage interaction and independence. |

**Responsibilities and Accountabilities:**

**Support for Students:**

* Supervise the activities of individuals or groups of children to ensure their safety and welfare.
* Establish and maintain supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks.
* Promote the inclusion and acceptance of all students.
* Aid the learning of children by:
* Clarify and explain instructions;
* Ensure that the child is able to use the equipment and materials provided;
* Motivate and encourage the child as required;
* Assist in weaker areas, e.g. spelling, handwriting, reading etc;
* Help students to concentrate and to finish the work set.

**Support for Teachers:**

* Prepare the classroom for lessons as directed.
* Undertake support activities as required, e.g. photocopying, mounting displays, filing, etc.
* Undertake student record keeping as requested.
* Contribute to the management of student behaviour.

**Support for the Curriculum:**

* Support students to understand instructions.
* Support students in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher.
* Support the use of ICT in the curriculum.

**Support for the School:**

* Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Accompany staff and students on visits, trips and out-of-school activities as required.
* Develop and maintain effective working relationships with other staff.
* Attend relevant meetings as required.
* Cover playground and lunch time duty.
* Cover students additional lessons after school 3 days per week as required.

**Support for School/Academy/Place of work:**

* Participate in staff events by arrangement.
* Attend Staff Meetings.
* Contribute and participate in Trust events and activities where possible.
* Develop and maintain effective working relationships with other staff and parents/carers.
* Adhere to the Trust values.
* Follow school policies, practices and procedures.

**Data security:**

* Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

**Health and Safety:**

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
* Work/operate all equipment within Health and Safety & Welfare.
* Contribute to the maintenance of a safe and healthy environment.
* Willingness to undertake paediatric first aid training as required.

**Continuing Professional Development:**

* In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
* Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
* Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

**Child Protection and Safeguarding:**

* The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
* Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**