

## HIGHFIELD LITTLEPORT ACADEMY

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant – Level 1B
<b>School/Service:</b>	Highfield School - Littleport
<b>Reports to:</b>	Department Leader/Class Teacher
<b>Grade:</b>	Level 1B
<b>Hours:</b>	32.5 hours per week

#### **Job Purpose:**

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. To provide, when needed, personal and intimate care for students with special educational needs who have additional physical disabilities.

#### **Principal Accountabilities:**

##### **1. Support for children**

- Help with the care and support for pupils, including attending to their emotional and/or physical and personal care needs.
- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

##### **2. Support for the curriculum**

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum

##### **3. Support for the teacher**

- Complete records and contribute to reports on pupil progress and development as directed.
- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

##### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.

The school has a commitment to safeguarding and promoting the welfare of its students and ensures that every successful applicant is Enhanced DBS cleared.