

**Borrow Wood Primary School**  
**JOB DESCRIPTION: Teaching Assistant Level 1**  
**Salary: Grade C Pt 5 - 6**  
**Responsible to: Senior Staff**



**KEY PURPOSE OF THE JOB**

- To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher, SENCO and senior staff.

**MAIN ACTIVITIES**

- Work with individuals or small groups of pupils.
- Help pupils understand instructions.
- Support pupils with learning and SEND.
- Assist with behaviour management.
- Prepare and clear up the learning environment and materials.
- Keep records of about pupils learning and outcomes.
- Assist with dressing, hygiene etc.
- Carry out allocated tasks under direct supervision of a qualified teacher.

**PRINCIPAL ACCOUNTABILITIES**

1. To promote and actively support the values of the school.
2. Work with individuals or small groups of pupils on learning programmes under the direct supervision of teaching staff and provide feedback to the teacher.
3. Support pupils to understand instructions.
4. Support independent learning and inclusion of all pupils.
5. Support the teacher in behaviour management and keeping pupils on task.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
8. Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.
9. Support the teacher in monitoring, assessing and recording pupil progress/activities including SEND Support plans and attend reviews when relevant.
10. Work with other professionals as appropriate.
11. To be able to deliver a planned lesson to the whole class.

**KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....