


## Job Description

 <b>Brent</b>	<b>Job Title</b>	Teaching Assistant – General Level 1
	<b>School</b>	
	<b>Location</b>	
	<b>Grade</b>	Scale 1b (Point 6–9)
	<b>Reports to</b>	<i>[Insert post name if applicable]</i>
	<b>Staffing Responsibility</b>	N/A
	<b>Restricted</b>	No

### 1. Job Purpose:

*(Summary of the overall purpose of the job)*

- 1.1 To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils.
- 1.2 To provide general support to the teacher in the management of pupils and the classroom.
- 1.3 To contribute to the overall ethos, work and aims of the school.

### 2. Principal Accountabilities And Responsibilities:

*(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient).)*

- 2.1 Attend to the personal needs of pupils and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 2.2 Supervise and provide support to pupils ensuring their safety and access to learning activities.
- 2.3 Support pupils to understand instructions, and in respect of local and national learning strategies such as literacy, numeracy, early years, KS3, as directed by the teacher.
- 2.4 Establish good relationships with pupils, acting as a role model, being aware of and responding appropriately to their individual needs, and encouraging pupils to interact with others and engage in activities with others.
- 2.5 Prepare the classroom as directed for lessons, clear afterwards and assist with the display of pupils' work.
- 2.6 Undertake pupil record-keeping as requested by the teacher.
- 2.7 Maintain awareness of pupil problems, progress and achievements, and report to the teacher as agreed and/or appropriate.
- 2.8 Gather and report information from and/or to parents/carers as directed by the teacher.
- 2.9 Prepare and maintain equipment and resources as directed by the teacher, and assist pupils in their use, including basic ICT equipment.

- 2.10 Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing and collecting money.
- 2.11 Support the teacher in managing pupil behaviour, reporting conflict and incidents in accordance with the school's policies and procedures.
- 2.12 Promote the inclusion and acceptance of all pupils.
- 2.13 Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 2.14 Accompany teaching staff and pupils on trips and school activities as required.
- 2.15 Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- 2.16 Appreciate and support the role of other professionals.
- 2.17 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection,
  - health, safety and security,
  - confidentiality, and
  - data protection.
- 2.18 Ensure all pupils have equal access to opportunities to learn and develop.
- 2.19 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.