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|  | **Ely College**  **Level 1 Teaching Assistant**  **JOB DESCRIPTION** |  |

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**Scale:** Point 8 to 13

**Hours:** 32.5 hours per week

**Weeks:** Term Time only

**Responsible to:** Behaviour and Welfare Manager

**ROLE**

To be part of the behaviour team working across the Bespoke Provision, Isolation and Detention providing a safe and calm learning environment for students who exhibit challenging learning behaviours.

**Specific Duties**

Supporting the Student:

1. Supervise the activities of individuals or groups of children to ensure their safety and welfare.
2. Establish and maintain supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks.
3. Promote the inclusion and acceptance of all students.
4. Aid the learning of children by:

* Clarifying and explaining instructions;
* Ensuring that the child is able to use the equipment and materials provided;
* Motivating and encouraging the child as required;
* Assisting in weaker areas, e.g. spelling, handwriting, reading etc;
* Helping students to concentrate and to finish the work set.

Supporting the Teacher:

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

Supporting the Curriculum:

1. Support students to understand instructions.

2. Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, KS3, as directed by the teacher.

3. Support the use of ICT in the curriculum.

Supporting the School:

1. 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.
2. Accompany staff and students on visits, trips and out-of-school activities as required.
3. Develop and maintain effective working relationships with other staff.
4. Attend relevant meetings as required.

*The job description is subject to review and may be changed following consultation with the post holder.*

*The Academy 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 and Barring Service.*