

**JOB DESCRIPTION**

**Post Title: Teaching Assistant (Level 1 and Level 2)**

**Grade: Various – dependent upon post**

**Reporting Relationship: SENDCO**

**Job Purpose: To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of**

 **teaching staff, with some responsibility for learning activities within**

 **the overall teaching plan.**

**MAIN RESPONSIBILITIES:**

1. To support pre planned learning activities as directed by the class teacher.
2. Interact with pupils in ways that support the development of their ability to think and learn, including the careful use of questioning.
3. Assist teaching staff in the implementation of appropriate behaviour management and teaching and learning strategies.
4. To support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs.
5. To assist in the accompanying and supervising of pupils during educational visits and of school activities.
6. Undertake break supervision, as required.
7. Under the guidance of the class teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with out agencies and professionals.
8. Communicate effectively with all pupils, families and outside agencies.
9. Share information confidentially regarding pupils with colleagues and other professionals where appropriate.
10. Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
11. Participate in staff meetings.
12. Be responsible for promoting and safeguarding the welfare of pupils in line with company policy and legislation, raising concerns as appropriate.
13. Prepare classroom materials and learning areas and undertake clerical duties e.g. photocopying, displays.
14. Support the use of ICT and adhere to all relevant policies.
15. Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring all Examination Board Regulations are met.
16. Work with colleagues to maintain health, safety and welfare within the working environment.
17. To comply with the Academy’s policies and supporting documentation including Data Protection, Information Security and Confidentiality.
18. To promote inclusion and acceptance of all pupils.
19. Within own area of responsibility, work in accordance with the aims of Equality, treating people with respect for their diversity, culture and values.