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| **STAFF MEMBER NAME** | xxxx |
| **JOB TITLE** | TEACHING ASSISTANT |
| **LEVEL** | 1 |
| **RESPONSIBLE TO** | HEAD OF ADDITIONAL EDUCATIONAL NEEDS/SENCO |

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| **JOB DESCRIPTION AND TRAINING REQUIREMENTS** |
| **Main Purpose of the Job:*** To support the classroom teacher with their responsibility for the development and education of all pupils.
* To assist in development of pupils’ learning, the provision of care and the management of pupils’ behaviour under the direction of teaching staff/senior colleagues.

**Support for the Pupils*** Supervise and support pupils’ ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate.

**Support for the Teacher*** Assist in preparation and display of pupils’ work.
* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Undertake pupil record keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* Gather/report information from/to parents/carers as directed.

**Support for the Curriculum*** Support pupils to understand instructions.
* Support pupils in respect of local and national learning strategies, as directed by teachers.
* Support pupils in using basic ICT as directed.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**Support for the School*** Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Accompany teaching staff and pupils on educational visits, trips and out of school activities as required

**Qualifications*** Good numeracy/literacy skills
* Completion of Teacher Assistant Induction Programme
* Participate in development and training opportunities

**Knowledge/Skills*** Appropriate knowledge of first aid
* Use basic technology – computer, video, photocopier
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**Experience*** Working with or caring for children of relevant age
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| **SPECIAL AREAS (LEVELS 3 AND 4 ONLY)** |
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| **SIGNED AS AGREED** | **DATED** |
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