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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 |
| **SPECIAL AREAS (LEVELS 3 AND 4 ONLY)** |
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| **SIGNED AS AGREED** | **DATED** |
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