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|  | **Martin Bacon Academy**  **Level 1 Teaching Assistant**  **JOB DESCRIPTION** |  |

**Scale:**

**Hours:** 32.5 hours per week

**Weeks:** Term Time only + 1

**Responsible to:** SENCO

**ROLE**

To assist the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

**Specific Duties**

Supporting the Children:

1. Under the direction of the teacher, carry out pre-determined tasks to
2. Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
3. Provide learning support as required for children with special needs or where English is not their first language.
4. Help with the care and support for pupils including attending to their emotional and/or physical care needs.
5. Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Supporting the Teacher:

1. Prepare the classroom for lessons as directed.
2. Undertake support activities as required, e.g. collating resources, photocopying, mounting displays, filing, etc.
3. Undertake student record keeping as requested.
4. Contribute to the management of student behaviour and take control of minor situations to allow the teacher to continue the lesson

Supporting the Curriculum:

1. Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.

2. Support the use of ICT in the curriculum.

3. Attend training as provided and support the implementation of agreed initiatives and changes.

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. Contribute to the maintenance of a safe and healthy environment.
3. Provide support for school events.
4. Develop and maintain effective working relationships with other staff.
5. Attend relevant meetings as required.
6. Adhere to all school policies and procedures.

*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.*