



Job Description

School Name:	Abbotsfield School for Boys
Job Title:	Teaching Assistant, Level 1
Reports To:	SENCO
Role Summary: <ul style="list-style-type: none"> ➤ To work under the direct instruction of the SENCO and/or teaching/senior staff (mainly) in the classroom to support identified pupils in class with the teacher. ➤ To ensure that the pupils can access a broad, balanced curriculum by providing appropriate support for identified pupils. 	
Key Contacts: <ul style="list-style-type: none"> ➤ SENCO, Assistant Head – Inclusion, teaching staff and the Learning Support team. 	
Key Tasks and Activities: <ul style="list-style-type: none"> ➤ Promote the inclusion and acceptance of all pupils. ➤ Contribute to the overall ethos/work/aims of the school. ➤ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. ➤ Supervise and support pupils ensuring their safety and access to learning. ➤ Establish good relationships with pupils, acting as a role model- being aware of and responding appropriately to individual needs. ➤ Encourage pupils to interact with others and engage in activities led by the teacher. ➤ Encourage pupils to act independently as appropriate. ➤ Support paired learning programmes. ➤ Support access arrangements for internal and public examinations. ➤ Be aware of pupil difficulties /progress/achievements and liaise with the teacher as per the support agreements. ➤ Undertake pupil record keeping as requested. ➤ Provide clerical/administration support e.g. photocopying, typing, filing etc. ➤ Support pupils in using basic ICT as directed. ➤ 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 the appropriate person. ➤ Appreciate and support the role of other professionals. ➤ Attend relevant staff meetings as required. ➤ Participate in training and other learning activities to develop professional competence. ➤ Participate in the Performance Management structure as required. ➤ Accompany teaching staff and pupils on visits, trips and out-of-school activities as required. 	

Personal Specification:

- Experience of working with or caring for children of relevant age.
- Have GCSE (or equivalent) in Mathematics and English.
- Participate in development and training opportunities.
- Have a basic understanding of using Microsoft Office & other technologies (photocopier) and use them proficiently.
- Ability to relate well to young people and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Have good communication skills.