



Co-op Academy
Brownhill

Teaching Assistant

Salary / grade range	Grade B1, SCP 4-6 (FTE £23,114 - £23,893) Actual Salary £17,387 - £17,973
Location	Co-op Academy Brownhill, Leeds
Reports to	Headteacher

Purpose of role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Key accountabilities (and specific duties / responsibilities):

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, as directed by the teacher

<ul style="list-style-type: none"> Understanding classroom roles and responsibilities and your own position within these. 	<p>selection process</p>	<p>policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>selection process</p>
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.