

<b>Ref:</b>	<b>Job Profile</b>
<b>Position:</b>	<b>Teaching Assistant (Level 1)</b>

**Department:** Meadow High School - Hillingdon LA

**Grade:** Scale 1b

**HRS/Weeks** 27.5 hours for 39 weeks

**Reports to:** Senior HLTA

**Purpose of Role** To work under the direct instruction of teaching 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.

### Job Description

**Support for Pupils:** Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.  
 Supervise and support pupils ensuring their safety and access to learning.  
 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.  
 Have an understanding and acceptance of pupils emotional and behavioural needs.

**Support for Teachers:** Prepare classroom as directed for lessons and clear afterwards and assist with the 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.  
 Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

**Support for the Curriculum:** Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.  
 Support pupils to understand instructions.  
 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 and 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.

To be involved with the writing of IEPs, attend Annual Reviews and to support their implementation  
 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 visits, trips and out of school activities as required.  
 If you hold a current Driving Licence to consider becoming MIDAS trained

### Person Specification

#### Qualifications & Experience:

Experience of working with relevant age groups within a learning environment.

A sound knowledge of Literacy and Numeracy  
 Be prepared to undertake a first aid training programme

#### Knowledge & Understanding:

Able to work constructively as part of a team, understanding classroom roles and responsibilities.

Able to use Information Communication Technology as required in the school  
 A good standard of written and spoken English  
 Ability to relate well to children and adults.  
 Appropriate knowledge of first aid.

Signed & Agreed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SMT Countersignature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_