**Job Title:** Teaching Assistant

**Grade:** A1 – B1 SCP 2 - 6

**Main Duties:**

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

2. To supervise and support pupils ensuring their safety and access to learning

3. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

4. To promote the inclusion and acceptance of all pupils

5. To encourage pupils to interact with others and engage in activities led by the teacher

6. To encourage pupils to act independently as appropriate

7. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.

8. To be aware of pupil problems / progress / achievements and report to the teacher as agreed.

9. To undertake pupil record keeping as requested

10. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate

11. To gather / report information from / to parents / carers as directed

12. To provide clerical/administrative support- photocopying, typing, filing, collecting money etc.

13. To support pupils to understand instructions

14. To support pupils in respect of local and national learning strategies- literacy,

numeracy, KS3, early years, as directed by the teacher

15. To support pupils in using basic ICT as directed

16. To prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.

17. To 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.

18. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

19. To contribute to the overall ethos /work / aims of the academy

20. To appreciate and support the role of other professionals

21. To attend relevant meetings as required

22. To participate in training and other learning activities and performance development as required.

23. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

24. To accompany teaching staff and pupils on visits, trips and out of school activities as required.

25. To complete AM, Break, Lunch & PM duties as required by the Principal.

*Bruntcliffe Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*