

JOB DESCRIPTION

TEACHING ASSISTANT LEVEL 1

JULY 2017

Post:	TEACHING ASSISTANT LEVEL 1
Scale/Range:	G3 – Points 14-17
Attendance:	Monday to Friday, 30 hours per week 39 weeks 38 Weeks term time + 1 week directed time (inset or other days as directed)
Hours of Duty:	08:50 to 15:30 to include 40 minutes unpaid break Earlier start and end times will be needed to cover some duties particularly during directed time. Hours may be subject to variation to meet the needs of the school.
Responsible to:	AHT Progress
Directed by:	SENCO/Assistant SENCO

Responsible for:

- Provide in-class support for students with needs identified by statement/EHCP in addition to providing general support to the teacher for the whole class.
- Liaise with class teacher regarding support and differentiation requirements.
- Work with groups of students within a class at the direction of the teacher.
- Complete documentation required to assist the writing of reports, plans or reviews.
- Provide support, at need, in examinations for students with “Access Arrangements”

An Overview of the Post

- To work under the instruction/guidance of teaching/senior staff to, to enable access to learning for students and to assist teachers in the management of students and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Pupil Passports and Individual Education/Behaviour Plans
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students’ responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students’ achievement, progress, problems etc.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and support the marking of students' work where appropriate.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students 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 students 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 and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Other Key Tasks:

1. To undertake training as necessary for the role.
2. To take part in Performance Management for the role.
3. Compliance with school policies and procedures.
4. Maintaining a safe environment for young people through awareness and promotion of safeguarding.
5. Other tasks as required commensurate with the grade and post.

Signed Post Holder: _____ Date: _____

Signed Line Manager: _____ Date: _____

Signed Headteacher: _____ Date: _____