



Job Title: Teaching Assistant Level 1
Directly responsible to: Head Teacher / Lead HLTA
Directly responsible for: working 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
Hours of Duty: 32.5 hours per week Term time only plus 5 Professional Development Days (44.7 Weeks)
Grade: Point 2 (Range 2 - 4) of the National Salary Scale plus SNA 1
Main Duties and Responsibilities Support for the Pupils Attend to the pupils' 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 Support for the Teacher Prepare classroom as directed for lessons and clear up afterwards and assist with the display of pupils' work Be aware of pupil problems/progress/achievements and report to the teacher as agreed

Support for the Curriculum

Support pupils to understand instructions

Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher

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

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

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/admin support e.g. photocopying, typing, filing, collecting money etc.

Knowledge and Skills

To be qualified at NVQ Level 2 or possess a relevant qualification

Appropriate knowledge of first aid

Use basic technology - computer, video, photocopier

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Academy will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Received and accepted by

Executive Principal