



is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Teaching Assistant Level 1 Job Description**

### **Purpose of the Job:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

**Salary Scale:** Level 1 Scale Points 2 to 4.

### **Job Description**

#### **1. Support for child/children**

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with special needs, or where English is not their first language.
- Help with the care and support for pupils including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### **2. Support for the curriculum**

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Support the use of ICT in the curriculum

#### **3. Support for the teacher**

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

#### **4. Support for the school**

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.

- Attend and actively participate in staff meetings.
- Provide support for school events, e.g. school plays, events.

**This job description will be reviewed annually and may be amended according to changing requirements.**

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

**Name:**

Signed:

Date: