



## **JOB DESCRIPTION FOR Teaching Assistant (Level 1)**

---

### **Purpose of Job:**

To work under the direct instruction of SENCO, teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

### **Key Objectives:**

- Support pupils to understand instructions, encourage independent learning and maximize the inclusion of all pupils including those with special needs;
- To complement the professional work of Senior Leadership Team/Teachers by assisting the delivery of learning objectives to children and young people as directed;
- Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support;
- Assist with the planning and preparation of activities and in the delivery of local and national initiatives;
- Prepare the learning environment as directed for lessons and clear up learning environment and resources;
- Assist with the display of pupils' work;
- Assist with break/lunchtime supervision including facilitating games and activities;
- Assist with escorting pupils on educational visits and out of school activities;
- Support pupils in emotional well-being, reporting issues to the teacher when appropriate.

### **Scope:**

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children;
- Prepare and maintain equipment/resources as directed by the teacher/SEN Team;
- Support the teacher/SEN Team in managing pupil behavior, reporting difficulties as appropriate;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

### **Work Profile:**

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when applicable;
- Encourage pupils to interact with others constructively and engage in activities led by the teacher/SEN Team;
- Undertake pupil record keeping as requested;
- Gather/report information from/to parents/carers as directed;
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times;
- 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;
- Participate in training and other learning activities and performance development as required;
- Contribute to the overall ethos/work/aims of the school;
- Attend relevant meetings;



- Maintain confidentiality at all times.
- To undertake any tasks as reasonably directed by the Headteacher.

**Other Information:**

Kingsbridge Educational Trust and schools are committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.**