



## Job description: Teaching Assistant (Level 1)

### Job details

<b>Salary:</b>	ALT Grade C
<b>Hours:</b>	32 hours per week, 38 weeks per year
<b>Contract type:</b>	Permanent
<b>Academy Site:</b>	Neale-Wade Academy
<b>Reporting to:</b>	SENDCO

### Main purpose

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. To contribute to raising standards of achievement for all pupils.

### Duties and responsibilities

#### Teaching and Learning

- To work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff
- To support pupils to understand instructions
- To support independent learning and inclusion of all pupils
- To support the teacher in behaviour management and keeping pupils on task
- To supporting pupils' learning through play

#### Resources

- To prepare and clear up the learning environment including displays and the presentation of pupils work
- To handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom, as required
- Photocopying, filing and preparing resources for lessons as directed by the teacher

#### Exams, Educational Visits and Other Supervision

- To invigilate exams and tests, if required
- To assist escorting pupils on educational visits, as required
- To assist with break time supervision including facilitating games and activities, as required

#### Personal and Welfare Support

- To assist pupils with dressing, hygiene and eating whilst encouraging independence, as required



- To supporting pupils emotional and social well-being, reporting any problems to the teacher

#### **Systems, Policies and Procedures**

- To contribute to maintaining a safe environment
- To be responsible for the careful and safe use of equipment

#### **Team Involvement**

- To demonstrate own duties to new or less experienced staff, as required

#### **Building Professional Relationships**

- To communicate with pupils to support learning and development and encourage acceptable behaviour
- To exchange information with staff and parents/carers

#### **Record Keeping and Information Management**

- To record basic pupil data and providing feedback to the teacher

#### **Generic Responsibilities of all Active Learning Trust Employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the schools and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*