



Post Title : Teaching Assistant (Level 1)

1. Main Purpose of the Job

Supporting the Pupil

1. To develop knowledge of a range of learning support needs and understanding of specific needs of pupils to be supported.
2. To help pupils' independent learning by:
 - clarifying and explaining instructions
 - ensuring the pupil is able to use equipment and materials safely
 - motivating and encouraging the pupil
 - assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation
 - helping pupils to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - liaising with pupils, subject teachers, Learning Support Manager, Teaching Assistants and YESS about pupil Passports and progress
 - developing appropriate resources to support the children
3. To establish a supportive relationship with the pupils.
4. To encourage acceptance and inclusion of pupils with special needs.
5. To develop methods of promoting/reinforcing a pupil's self-esteem.
6. To help meet the physical and personal needs of pupils as required whilst encouraging independence.
7. To ensure a safe and secure environment.

Supporting the teacher in the classroom

1. To assist subject teachers (and other professionals as appropriate) in the delivery of suitable programmes of support including developing suitable resources as appropriate.
2. To contribute to the monitoring of pupil progress, attainment and behaviour.
3. To provide regular feedback about the pupils to the teacher.
4. To carry out basic administrative tasks e.g. photocopying/record keeping etc.

Supporting the Learning Support Department and the school

1. To liaise, advise and consult with members of the Learning Support Department, other teaching staff and support staff as appropriate.
2. To contribute to reviews of children's progress including Annual Reviews and Passports.
3. To participate in relevant staff development and training.
4. To have knowledge of relevant school policies and procedures.
5. To be aware of confidential information and child protection issues.
6. To keep abreast of recent developments by reading periodicals and other relevant literature.
7. To contribute to the implementation of the SEN Action Plan.
8. To support the implementation of the SEN policy.
9. To attend team meetings when timetables permit.
10. To run (or assist in running) the Learning Resource Centre during lesson time, lunchtime and after school as timetables permit.
11. To help with educational visits/outings.
12. To assist with lunchtime and break time supervision of pupils.
13. To assist with personal care.
14. To observe, record and pass on information to the Wellbeing Team as necessary to support pupil and staff wellbeing.
15. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.