



Post Title:	Teaching Assistant Level 1
Overall Responsibility:	<ul style="list-style-type: none"> Contribute to the safeguarding and promotion of welfare and personal care of children and young people Child Protection Policy and Social and Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required.
Reporting to:	Headteacher / Governors
Liaising with:	Teaching Staff, HLTAs and TA –Level 3
Disclosure level:	Enhanced DBS
Christian Ethos :	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential
Principal Responsibilities :	
<ul style="list-style-type: none"> To work under the guidance of staff to support access to learning for pupils and provide general support to the teacher in the management of pupil behaviour and learning With guidance to promote pupils learning, independence and well being within a safe and secure environment To deliver high quality 1-1 or small group support using structured interventions under the guidance of the teacher. To establish positive working relationships with pupils by acting as an outstanding role model. To ensure there is full knowledge of the documentation relating to individual pupils SEND and be conversant with strategies for support. To contribute to and use Pupil Profiles as a working document to inform support and practice To work with designated staff to promote the inclusion and acceptance of all pupils in lessons and around school including extra-curricular activities. To assist in the differentiation of tasks To add value to what the teacher does in ensuring the learning of specific individuals and groups of pupils is enhanced through positive interventions To promote reasonable adjustments for pupils with SEND to ensure pupils have equal access and opportunities to participate, learn and progress in lessons. To liaise with subject staff and be fully prepared for the classroom role (regarding daily/weekly programmes of study) and Schemes of Work in order to ensure access of pupils to the curriculum. To help pupils develop independent learning skills and manage their own 	

learning .

- To assist in adjusting the pace and timing of activities to aid learning and understanding
- To understand the objectives and outcomes of the lesson in order to engage pupils and ensure they are effectively reviewing their learning.
- To ensure effective use of study time to enable pupils to consolidate learning and/or complete outstanding homework
- To provide feedback either written or verbal on pupil needs and progress in lessons as required ie TA feedback sheets, Home-School diaries etc...
- To meet the physical/medical needs of pupils according to a pupils individual Health Care plan and /or Pupil Profile while encouraging independence.
- To assist in the supervision of pupils on trips and Enrichment activities.
- To contribute and support pupils with SEND during Work Experience activities.
- To encourage good personal hygiene and assist, if necessary with self help skills eg. physical medical needs as stipulated in individual plans
- To assist with tasks within the schools assessment procedures as required
- To contribute to Annual Reviews of Statements/Education Health Care Plans.
- To work within the schools Teaching and Learning policy and guidance to help ensure positive learning outcomes for all pupils.
- To assist under the guidance of the teacher with the organisation of lessons including the setting out of materials for lessons.
- To assist in the supervision of pupils during unstructured times
- To attend early morning faculty meetings.

Other Specific Duties:

- To be familiar with and follow school policies and procedures including daily correspondence
- In particular to be familiar with the school SEND policy and SEND offer
- To adhere to a professional dress code as identified within school policy and guidance.
- To assist in the general supervision of pupils during breaks and lunchtimes
- To provide general assistance during Form Tutor time under the guidance of the Form Tutor with administration, Collective Acts of Worship and Mentoring.
- To be a proactive member of Faculties
- To attend relevant professional development and training to develop knowledge.
- To attend meetings as required
- To promote Health and Safety procedures and policies
- To promote all School and Christian policies of the school.
- To participate in the school CPD and Appraisal system.
- **Designated Staff includes Teaching Staff, HLTAs and TA –Level 3**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

September 2015