



*Children and learning at the
heart of our CARE-ing
community*

Old Fletton Primary School

Job Description

Level 1 Teaching Assistant

Purpose of job

Working under the direction of the class teacher to enable access to learning for pupils and to assist the class teacher in the management of pupils and the classroom.

Specific duties

a) Supporting the Pupil

1. Supervise the activities of individuals or groups of children to ensure their safety and welfare.
2. Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
3. Encourage and promote the inclusion and acceptance of all pupils.
4. Aid the learning of children by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Assisting in weaker areas, e.g. spelling, handwriting, reading etc;
 - Helping pupils to concentrate and to finish the work set.

b) Supporting the Teacher

1. Undertake support activities for the teacher as required, e.g. photocopying, mounting displays, filing, etc.
2. Undertake pupil record keeping as requested.
3. Prepare the classroom for lessons as directed.
4. Contribute to the management of pupil behaviour.

c) Supporting the Curriculum

1. Support pupils to understand instructions.
2. Support pupils as directed by the teacher.
3. Support the use of ICT in the curriculum.
4. Attend training as required.
5. Support pupils through intervention strategies.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective working relationships with other staff.
4. Attend relevant meetings as required.
5. To participate in performance management procedures.

Any other duties consistent with the overall level, nature and grading of the post at the direction of the Headteacher.