

<b>Job Title</b>	<b>Teaching Assistant – Level 1</b>
<b>Responsible To</b>	<b>Class Teacher and Headteacher</b>

### **Purpose of the Role**

The value of high-quality classroom support and the positive impact of this on our children’s lives is a shared ethos across our Trust which makes this role hugely important in every one of our academies and integral to our vision ‘To Know, To Learn, To Lead out’.

All our academies are committed to safeguarding and promoting the welfare of children which is embedded in our values and requires ongoing commitment of all staff.

The Teaching Assistant under the direction of the Class Teacher will:

- Work as part of the team to fulfil the strategic and operational aims and objectives of the academy in accordance with those of the Diocese of Ely Multi Academy Trust in order to deliver the DEMAT promise to the children at the academy.
- Work in line with policies for achieving these aims and objectives aligned to our Trust playbook.
- Provide high quality support for teaching and learning in the classroom.
- Maintain excellent standards of behaviour both in and out of the classroom to ensure the best possible learning environment for all, following the Trust principles of inclusion.
- Deliver learning activities to pupils as directed by the Class Teacher.
- Work independently with specified pupils.

The academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

### **Key Responsibilities:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **Key duties**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions, support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils of task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

### **The postholder may be expected to undertake some or all of the following:**

- Record basic pupil data
- Support children’s learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT

- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Liaise with parents/stake holders – emotional needs

## Person Specification

Attributes	Essential (E) or Desirable (D)
<b>Qualifications and Experience</b>	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above.	E
NVQ Level 2 in supporting teaching and learning or equivalent	E
First Aid Qualification	D
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Previous experience working in a primary school	D
Working with children and experience of supporting children with special educational needs	D
<b>Knowledge, Skills and Abilities</b>	
Principles and practices of high-quality teaching and learning	E
Effective approach to behaviour management	E
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Can use ICT effectively to support learning	E
<b>Personal Attributes</b>	
High level of collaboration, cooperation and team working capabilities	E
Has an understanding classroom roles and responsibilities and your own position within these.	E
High levels of adaptability and flexibility	E
Commitment to safeguarding and promoting the welfare of children and young people	E
High levels of enthusiasm, determination and a drive to inspire others to achieve high standards	E
Ability to build effective relationships with colleagues, parents/carers and members of the community	E
Ability and willingness to promote the school's positive culture and ethos	E