

Job Description

Job Title:	Teaching Assistant Level 1
Responsible to:	Principal
Job Purpose:	As a Level 1 Teaching Assistant, you will play a crucial role in supporting the educational development and well-being of pupils in the classroom. Working closely with teachers and other support staff, you will assist in creating a positive and inclusive learning environment.
Salary	Band D SCP 3-4
Hours:	17.5 hours per week, Monday – Friday, 8.30am – 12pm, for 39 weeks per year (Term Time plus Inset Days)

Main Responsibilities:

Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Key Responsibilities

Classroom Support:

- Assist the teacher in preparing and organising classroom materials.
- Provide one-on-one or small group support to pupils as directed by the class teacher.
- Support classroom management and behaviour reinforcement.
- Assist pupils with personal hygiene routines.
- Assist with pupil supervision – e.g. on arrival/leaving the class, at breaktime and lunchtime (when required)
- Accompany pupils as directed, e.g. out of the classroom, on visits, trips and out of school activities

Pupil Engagement:

- Engage pupils in learning activities, ensuring a positive and inclusive atmosphere.
- Assist with the implementation of lesson plans, under the guidance of the teacher.
- Encourage pupil participation, interaction with others and independence.
- Establish good relationships with pupils and act as a role model.
- Support pupils to understand instructions.

Administrative Tasks:

- Assist with the preparation and maintenance of classroom displays.
- Support record-keeping, such as attendance and basic progress tracking.
- Help with the organisation of educational outings/visits and events.

Individualised Support:

- Provide additional support for pupils with special educational needs, as directed by the SENCO or teacher.

- Assist in the implementation of Individual Education Plans (IEPs).

Communication:

- Communicate effectively with teachers, parents, and other staff members.
- Report any concerns or notable observations regarding pupil well-being, progress and achievement.

Resource Management:

- Assist in the management and maintenance of classroom resources and equipment.
- Help create a safe and stimulating learning environment.

Other

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.