



## Job Description

**Name:**

**Job Title:** Teaching Assistant – Level 1A

**School:** Shirley Community Primary School and Pre School

**Grade:** Level 1A

**Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school and in the management of pupils and the classroom. Contribute to raising standards of achievement for all pupils. Fulfil safeguarding duties and responsibilities.

**Principal Accountabilities:**

**1. Support for the Children**

- Under the direction of the teacher, assist with the planning, preparation and delivery of activities to support pupil learning.
- Under the direction of the teacher, support small groups and individual pupils in the completion of pre-determined activities.
- Establish and maintain supportive relationships with individual pupils or small groups and with parents or carers.
- Provide learning support as required for all children including those with special needs or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- Support inclusion in the classroom by ensuring familiarity with children's special educational needs and ensure all pupils feel involved with tasks and activities whilst still fostering their independence with learning.

**2. Support for the Curriculum**

- Under the direction of the teacher, support the school's curriculum
- Support the use of IT in the curriculum.
- Provide targeted support to enhance learning and improve attainment.

**3. Support for the Teacher**

- Provide information to help the class teacher plan appropriate work.
- Help to prepare the learning environment for use.
- Be available before lessons start in order to discuss required activities.
- Undertake support activities for the teacher as required.
- Contribute to the management of pupil behaviour and respond to low-level incidents to allow the teacher to continue the lesson.
- Keep records of pupil achievement in tasks where support is provided.
- Liaise with other professionals under the guidance of the class teacher/SENCO.
- Liaise with parents/carers under the guidance of the class teacher.

**4. Support for the School**

- Act in accordance with school policies and procedures
- Develop and maintain effective working relationships with colleagues.
- Contribute to the maintenance of a safe and healthy environment.

- Attend and actively participate in staff meetings as required.
- Accompany staff and pupils on visits, trips and out of school activities as required.
- Provide support for school events, e.g. school plays, fund-raising events etc.
- Provide Paediatric First Aid cover where needed
- Undertake supervision of pupils at lunchtimes and break times.
- Carry out any reasonable task, under the direction of the teacher, which is necessary for the efficient running of the school and the safety and wellbeing of the pupils.
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
- Promote equality and inclusion, as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_