



Affinity
Learning Partnership

Job Description and Person Specification

Post title:	SEND/Teaching Assistant Level 1
Accountable to:	
Grade:	ALP 1
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To work under the direct instruction of the class teacher to support the teaching and learning activities in the classroom.

To provide general support to the class teacher in the organisation and management of pupils and the classroom.

To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment

To support the inclusion of all pupils, including those with SEND, ensuring they have equal access to opportunities to learn and develop.

KEY ACCOUNTABILITIES:

SUPPORT FOR THE TEACHER

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Promote a positive classroom environment by applying standard interventions to manage and change behaviours.
- Gather/report/explain routine information from/to parents/carers as directed.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

SUPPORT FOR CURRICULUM

- Support pupils to understand instructions.
- Support pupils in respect of programmes linked to the national curriculum e.g. English, mathematics, KS3, early years recording achievement and progress and feeding back to the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and:
 - Responding appropriately to individual needs.
 - Promote the inclusion and acceptance of all pupils.

- o Encourage pupils to interact with others and engage in activities led by the teacher.
- o Encourage pupils to act independently as appropriate.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATION: SEND/TEACHING ASSISTANT LEVEL

1

Education & Qualifications	Essential	Desirable
NVQ Level 1 or equivalent in a related area	✓	
Good Numeracy and Literacy Skills	✓	
Ability and willingness to participate in training		✓
First Aid		✓
Knowledge & Experience		
Experience of working with relevant age groups within a learning environment	✓	
Understanding of Classroom roles and responsibilities	✓	
Knowledge of school policies and procedures		✓
Skills & Abilities		
Ability to work as part of a team	✓	
Ability to relate well to children	✓	
Able to use basic ICT including computer, audio, video equipment and photocopier	✓	
Ability to provide necessary personal care to children	✓	
Ability to communicate clearly	✓	
Personal Attributes		
Displays sensitivity to pupils needs	✓	
Ability to maintain confidentiality	✓	
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	

Communicates effectively.	✓	
Committed to continuous personal development.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites		✓
Is fluent in the use of the English language	✓	