

**Job Description – TA Level 1**

**Reports to: Head Teacher**

**General Duties**

- Assist teaching staff to prepare classrooms for lessons and activities.
- Assist with school trips, events and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TA's regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.

**Supporting the School**

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

**Teaching and Learning**

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.

### **Communication and Coordination**

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Assist the SENCO in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.

### **Professional Development**

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress to an assigned mentor and set goals for further professional development