



JOB DESCRIPTION

JOB TITLE: Teaching Assistant 1 (TA1)

REPORTS TO:

Headteacher/SLT

GRADE: 3

1.	MAIN PURPOSE OF JOB	
	To work under the direct instruction of the teacher to support access to learning for pupils and to support the teacher in the management of pupils in the classroom.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	Works under the direct instruction of the class teacher, SENCO or a member of the school's Senior Management Team. May work with individual pupils under the direct instruction of the class teacher.
	ii.	Attends to pupils' personal needs and implements related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
	iii.	Uses specific skills, knowledge and experience with and of the pupils to support their access to learning
	iv.	Prepares the classroom for lessons and clears away after as directed by the teacher.
	v.	Assists with assessment and monitoring of pupil progress by providing feedback to the teacher on pupils' achievements, progress and problems.
	vi.	Assists with record keeping on pupil progress as directed by the teacher.
	vii.	Works with other adults involved in the education process as directed by the teacher.
	viii.	Gathers and reports information on pupils from and to parents/carers as directed by the teacher.
	ix.	Supports colleagues across the school staff as directed by the teacher, SENCO or Senior Management Team by application of any specific skills, experience and knowledge, to include routine administrative and clerical tasks.
	x.	Accompanies and supports other staff on school visits and in other activities outside of the classroom as directed by the teacher.

6.	<p>DECISIONS – discretion and consequences</p> <ul style="list-style-type: none"> • Takes action to meet pupils’ needs as they arise to avoid undue physical or mental stress. • Communicates information effectively to teachers, other professionals and parents whenever the need arises.
7.	<p>RESOURCES</p> <p>None</p>
8.	<p>WORK ENVIRONMENT –</p> <p>Work demands</p> <ul style="list-style-type: none"> • Under the direction of the class teacher need to implement activities in lessons within school hours as directed. Work may be subject to some change and interruption. <p>Physical demands</p> <ul style="list-style-type: none"> • Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils’ personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures. <p>Working conditions</p> <ul style="list-style-type: none"> • Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required. <p>Work context</p> <ul style="list-style-type: none"> • Risk of verbal abuse and physical harm from a minority of pupils and who behave aggressively. • Risk of injury from moving and handling pupils. • Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene. • Risk of infection when dealing with unwell children.
	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Communication skills • Knowledge of normal child development and children’s personal development needs • Knowledge of strategies which promote good behaviour and discipline • Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.

10.

Position of Job in Organisation Structure

