

# HEMINGFORD GREY PRIMARY SCHOOL

## Job Description: Teaching Assistant Level 1

### **Responsible to:**

The SENDco

### **Job Purpose:**

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

### **Principal Accountabilities:**

#### **1. Support for children**

- ◆ Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- ◆ Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- ◆ Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- ◆ Provide learning support as required for children with special needs, or where English is not their first language.
- ◆ Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.
- ◆ Contribute to the maintenance of a safe and healthy environment.

#### **2. Support for the curriculum:**

- ◆ Support the development of the school allotments
- ◆ Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- ◆ Support the use of ICT in the curriculum.

#### **3. Support for the Teacher**

- ◆ Provide information to help the class teacher plan appropriate work programmes.
- ◆ Help to prepare the learning environment for use.
- ◆ Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.

- ◆ Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson.

#### 4. Support for the school

- ◆ Develop and maintain effective working relationships with other staff.
- ◆ Contribute to the maintenance of a safe and healthy environment.
- ◆ Support the development of the school's sustainable ethos through the development of the allotments.
- ◆ Attend and actively participate in staff meetings.
- ◆ Provide support for school events, e.g. school plays, events.

***This School/College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

This job description will be reviewed annually and may be amended according to changing requirements

#### Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation

#### Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Signature..... Date.....

April 2017