

Sandling Primary School/



Job Description

Teaching Assistant

(This post is subject to DBS checks)

Job Title: **Teaching Assistant, Level 1**

Job Holder:

Line Managed By: Directly –SENCo
 Indirectly – Senior Staff
 Indirectly - Class Teacher

Job Purpose:

- To support the class teacher in the teaching and welfare of children contributing to the management of pupil behaviour and support during learning activities but with specific responsibility for one pupil.
- To establish and maintain relationships with all pupils but also specifically the pupil whom you support.
- To support the pupil in achieving their learning targets.

Principal Accountabilities:

- Ensure the maintenance of a clean, orderly and safe working environment making sure that resources and materials are set out on time and used safely to enable pupils to meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Support the pupil(s) in accessing learning activities as directed by the class teacher to enable pupils' progress towards their targets.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc as directed in order to support the teacher deliver the specific learning programmes set for children.
- Be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' well-being.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plan.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own

continuing professional development.

- Be prepared to attend parents' meetings within contracted hours.

Signed

Date

Signed Miss C Coombes, Headteacher

Date