

Teaching Assistant Grade 1

Salary Grade Scale 1 (scale points 1-4) 30hrs 50 minutes per week TTO + 5 TED days

Job Description

This job description may be amended at any time following consultation between the post holder and the Head Teacher and will be reviewed annually.

The details below are not an exclusive list of tasks, but a framework for development of the role.

Job Purpose:

- To be responsible under the direction of the SENCO or other designated teacher, for the care, education and welfare of students who have additional needs
- To enable supported students to gain the fullest possible access to the curriculum
- To assist teachers with the implementation of specific programmes of work to groups/individuals

Main duties and tasks:

Under the direction of the classroom teacher:

- To assist the teacher with learning activities in the classroom
- Contributing to the planning of work to meet the needs of the National Curriculum and the needs of individual students
- Contributing to the formulation of individual provision maps, including attendance at SEN reviews and other meetings relevant to the service/student needs
- To carry out appropriate activities planned within the classroom or with groups of students, including administration of baseline tests
- To display and present student's work
- To prepare and organise teaching resources, including the checking and maintaining of classroom equipment and materials and control of stock in the classroom
- To prepare resources for lessons and activities
- Assistance with the physical manipulation of objects and equipment
- General supervision, counselling and discipline of students, within the policies of the school
- To assist the teacher in liaising with parents and professionals such as speech therapists
- To assist at an appropriate level with the provision of general care and welfare of students including:

- (i) Assistance with the personal hygiene routine, e.g. toileting, changing of incontinent children, dressing, undressing;
 - (ii) The changing of soiled clothing including disposal in the appropriate way;
 - (iii) Assisting with student injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate staff;
 - (v) To assist with the identification and monitoring of student's general health and welfare.
- Supporting the development of reading and spelling, both within the classroom and in specific intervention.
 - Answering questions from students.
 - Assisting with supervision of students within the school.
 - Assisting the students to access the normal routines of the classroom.
 - Preparation or modification of the work for the student under the direction of the class teacher, and supporting the student in carrying out this work.
 - Assisting in the implementation of programmes designed by the other professionals such as educational psychologists, and speech and language therapists.
 - To contribute to meetings to discuss the specific student's progress.
 - Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
 - Adhering to maintaining school routine and codes of conduct.
 - Supporting the ethos of the school.
 - To assist with the support of group activities within and away from the classroom i.e PE, educational visits.
 - To ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
 - Promote student independence both in learning and mobility skills, reinforcing the student's self-esteem through praise and encouragement.
 - To support students in their internal and external assessments in line with requirements of the identified Access Arrangements.

Other duties:

- To maintain personal and professional development to meet the changing demands of the role.
- Undertake other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility for the job.

Qualifications and skills required:

- Minimum of GCSE Grade C maths and English or equivalent
- Good IT skills
- Ability to relate well with adults and students
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

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