



LEVEL 1 TEACHING ASSISTANT JOB DESCRIPTION

POST TITLE: Level 1 Teaching Assistant

GRADE: **Grade 2** Scale Point 3-4

RESPONSIBLE TO: Headteacher

Overall Objectives of the Post

To contribute to teaching and learning in the school by providing support for students with additional needs and running interventions.

To endeavour to implement the St Thomas Of Canterbury School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.

Primary Responsibilities

- The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.
- Establish rapport and respectful, trusting relationships with students, acting as a role model, setting high expectations and promoting good pupil behaviour. Dealing promptly with conflicts.
- Supervise and provide particular support for students, including those with special needs, ensuring their access to learning resources.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Ensure students' safety, welfare and personal hygiene.
- Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher. Promote self-esteem and independence amongst students.
- Support the implementation of EHCPs, Support Plans, Curriculum Planning and Assessment.
- Undertake structured and agreed learning activities/programmes both within and outside the classroom under the guidance of teachers/SENCO. Adjust activities according to pupil responses/needs.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Provide feedback to students on their progress and achievement under the guidance of a teacher. Evaluate learning and provide feedback to the teacher/ parent / agency as needed.
- Keep pupil records as requested.



- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Assist with the supervision of students out of directed lesson time, including before and after school and at lunchtime, within working hours.
- Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- There may be some personal care needs involved but this will be by negotiation.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

Additional Specific Responsibilities

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.