

REDWOOD PRIMARY SCHOOL

Job Description – Teaching Assistant Level 1



Terms and Conditions of Employment

The post holder is required to carry out the duties of a Level 1 Teaching Assistant as specified below. Additionally, the post holder will be expected to follow the school's policies as ratified by the Governing Body, and school procedures and practices as specified by the Headteacher.

Accountable to

The Headteacher, Phase Leader, your allocated line manager and the Governing Body.

Teaching Assistants are appointed to a Level 1 role within the school. Deployment will be according to the needs of pupils and the school and this may vary over time. Deployment strategy will take the following factors into consideration:

- The needs of pupils in the school
- The needs of the whole school
- The expertise / specialisms of the TA
- The professional development of the TA

Level 1 Teaching Assistant roles include the following:

1. Class based – supporting the learning of the whole class
2. Class based – supporting the learning of designated pupils, including one-to-one support
3. Intervention – carrying out targeted intervention programmes with individuals or groups of pupils
4. Nursery TA

Responsibilities as detailed below

1. General

- Demonstrate a clear understanding of the school's policies and procedures on Emotional Health and Wellbeing.
- To act in accordance with school policies and procedures and relevant legislation, particularly in relation to safeguarding, behaviour management and equal opportunities.
- To promote and support the ethos of the school.
- To respect the confidentiality of school and pupil information.
- To participate in and contribute to staff meetings and INSET (as required).
- To ensure up to date professional knowledge and take responsibility for own continuing professional development.
- To maintain and develop good working relationships with staff, parents and external support agencies.
- To assist with school visits and other activities.
- To contribute to the learning environment.
- To participate in school performance management procedures.
- To support the wider life of the school.

- To undertake other duties as may reasonably be required by the Headteacher, members of the Senior Leadership Team or SENDCo.

2. Pupil Learning

- To promote pupils' development and learning – physical, emotional, educational and social.
- To participate in the development, planning, delivery and evaluation of learning and intervention programmes for individuals and groups of pupils.
- To prepare support materials as directed by the class teacher.
- To monitor and contribute to the assessment and recording of children's development and be involved in the sharing of this information.
- To liaise with teachers and the SENDCO in relation to pupil learning.
- To attend reviews and meetings during normal working hours.
- To contribute to the development and delivery of MIPs and EHCPs.
- To support pupils with Education, Health and Care Plans and contribute to annual reviews where appropriate.
- To help pupils to become independent learners.
- To contribute to the preparation of classrooms and outdoor areas.

3. Pupil Care and Welfare

- To exercise general care and supervision of children during the school day, both inside and outside.
- To establish positive relationships with pupils.
- To be aware of pupils' individual needs, particularly with regard to emotional health and wellbeing.
- To provide a secure, caring and enriching environment for pupils.
- To administer basic first aid.
- To carry out tasks relating to pupil welfare (including toileting/nappy changing if required and intimate care).
- To motivate pupils and promote their self-esteem.
- To promote the acceptance and inclusion of all pupils.
- To maintain good relationships with parents/carers.
- To report concerns relating to safeguarding, to the Designated Safeguarding Lead.
- To report concerns relating to pupil welfare to a Learning Mentor or a senior member of staff.

This job description will be reviewed annually by the Headteacher.