

**JOB TITLE:** TEACHING ASSISTANT - LEVEL 1

**JOB PURPOSE:** To support the class teacher in the teaching and welfare of children to enable their progress towards the class/individual targets set.

**ACCOUNTABLE TO:** SENCo

**SALARY:** KES/DC Scheme Grade 3 (£16,660 – £17,782 p.a. pro rata)  
One Year Fixed Term Contract Initially  
Hours per week: 28.5 hours  
39 weeks per year (Term Time only)

**Main Duties:**

1. To support students in accessing learning activities as directed by the teacher, being aware of and supporting differences to ensure all students have equal access to opportunities to learn and develop.
2. To assist teaching staff with learning activities, ensuring health and safety and good behaviour of students, as scheduled by the SENCo and/or SENCo Assistant.
3. To act as a key worker, by negotiation for individual students.
4. To run small group sessions for students with specific needs as required.
5. To work 1:1 with specific students with learning difficulties and/or physical needs.
6. To undertake basic record keeping/sharing in respect of student learning, behaviour management, child protection etc, as directed in order to support the teacher to deliver specific learning programmes set for each child.
7. To be aware of and comply with school policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
8. To 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 plans etc.
9. To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
10. To participate in the school's annual system of performance management.
11. To be alert to the health and safety of the working environment and to advise the head of department of any health and safety concerns.

12. To undertake any other reasonable duties as maybe deemed necessary by the line manager/and or Headteacher.
13. To be a positive, proactive member of the DSEN team carrying out both individual and team duties as directed by the SENCO.

**Desirable experience:**

- A good standard of general education (ie. NVQ level 1 or equivalent)
- Good numeracy and literacy skills – GCSE Maths and English preferable
- Previous experience of working with young people
- Ability to use basic technology
- Ability to relate well to children and adults and respond appropriately
- Good communication skills and empathy to encourage pupils to interact positively with others and be socially responsible

**October 2019**