



# Laleham Gap School Job Description

## Job Description: Teaching Assistant – Level 1

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<b>School:</b>	<b>Laleham Gap</b>
<b>Grade:</b>	<b>Kent Range 3 plus SENA</b>
<b>Responsible to:</b>	<b>Resource Manager or Line Manager</b>

### **Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher. To support Teaching Assistant (Level 2) when teaching a class.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
6. Undertake lunch duties, playground duties and before/after school duties – these will be specified within your contract of employment
7. Attend Professional Development meetings – these will be specified within your contract of employment

### **Teaching Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.

3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
8. Assist with the schools morning and after school pupil transport arrangements.

**In a Special School setting Teaching Assistants may also be required to:**

1. Attend to personal care needs to ensure pupil's wellbeing and health and safety.
2. Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.
3. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.