



St Chad's CofE Nursery and Infant School

JOB DESCRIPTION: Teaching Assistant Level 1 (SEND)

POST: SEND Teaching Assistant Level 1

GRADE: C, Pay Point 5 - 6

SUPERVISORY RESPONSIBILITIES:

To whom: Headteacher, Senior Leadership Team, Teachers

PURPOSE OF POST:

- To provide support to the Head teacher, Senior Leadership Team, Higher Level Teaching Assistants and teachers across a range of child centered activities which promote child development and learning.
- To support teaching and learning, providing general and specific assistance to children and staff under the direction, guidance and direct supervision of a teacher.
- To work with individuals or groups of children as directed by teachers.
- Providing learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or behavioural, social, communication, sensory or physical disabilities.
- To take personal responsibility for specific tasks, children or people as delegated by teachers or the Head teacher, Senior Leadership Team, Higher Level Teaching Assistants

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children during the school day.
5. Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
6. Act in accordance with the schools policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Contribute to the planning and preparation of school activities, indoor and outdoor areas and visits.
8. Continually develop a high quality learning environment including the display of children's activities and achievements and information for parents and families.
9. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of children's work and contribute to maintaining a safe environment.
10. Support learning by arranging / providing resources for lessons/activities under the direction of the teacher
11. Work with individuals or small groups of children under the direct supervision of teaching staff and provide feedback to the teacher.
12. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to the children's responses as appropriate.
13. Contribute to the assessment and recording of children's' achievements, behaviour and progress.
14. Use ICT effectively to support learning activities and develop children' competence and independence in its use.
15. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
16. Support the teacher in monitoring, assessing, recording and providing feedback on children's progress and activities, including Individual Education Plans (IEPs)
17. Support the teacher in behaviour management, explaining instructions and keeping children on task.
18. Support children's social and emotional well-being, reporting problems to the teacher as appropriate.

19. Participate in meetings and share records with parents, carers and professionals where appropriate.
20. Assist children with eating, dressing and hygiene, as required, whilst encouraging independence.
21. Maintain and develop good working relationships with parents and other adults involved with the child.
22. Support children's personal hygiene which will include changing nappies, toilet training, and changing wet / dirty clothes.
23. Arrange for first aid to be given, comfort sick children, and accompany children to hospital, home or clinic if appropriate.
24. Participate in and contribute to staff meetings and INSET as required.
25. Participate in the development and delivery of national and local initiatives.
26. Continue own professional development in line with school improvement priorities and personal professional needs.
27. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed Teaching Assistant:

Date:

Signed Head teacher:

Date: