

## **CENTRAL BEDFORDSHIRE COUNCIL**

- TITLE:** Teaching Assistant – Level 1
- TYPE OF WORKPLACE:** Mainstream school or Special school
- RESPONSIBLE TO:** Classroom teacher/Headteacher/SENCO
- JOB PURPOSE:** Under the direction of teaching staff/managers, to assist with the care of individual or groups of pupils, to support their learning and development and ensure their safety.

### **MAIN RESPONSIBILITIES:**

#### **Support for Pupils**

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, as directed by the teacher.

#### **Support for Teachers**

1. To assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc)
2. To assist teachers with educational activities in the classroom to support pupils' learning and development.
3. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
4. To assist with record-keeping on pupils as required, including information on pupil progress.

5. To assist the class teacher in delivering IEPs, as necessary.

### **Support for the school**

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher/Manager.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.