



**ALCONBURY TEACHING ASSISTANT LEVEL ONE
JOB DESCRIPTION**

JOB TITLE: Teaching Assistant (TAL1) EYFS, KS1, KS2

REPORTS TO (Job Title): Head teacher and Deputy Head teacher

1.	<p>MAIN PURPOSE OF JOB</p> <p>To support the class teacher by working either 1:1 or with a group with children with specific learning needs and supporting them within the classroom environment. The role also may include some general teaching assistant jobs.</p>
2.	<p>CORE RESPONSIBILITIES, TASKS & DUTIES:</p>

This school is committed to safeguarding and promoting the welfare of children and young people and expects its staff to share this commitment.

The postholder must uphold this commitment at all times.

In conjunction with the classroom teacher and other teaching assistant, adapt lessons to meet the needs of individual children and small groups.

Take responsibility for delivering learning activities with individuals and small groups who would benefit from a different learning approach as agreed with the class teacher.

Selects and prepares appropriate resources to lead learning activities.

Monitors, evaluates, records and provides reports on pupils' responses and progress within agreed strategies.

Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.

Attends when required and contributes to meetings with other staff, external professionals and parents regarding pupils.

Provide learning support to children with significant care needs, or where English is not their first language.

Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed and work 1:1 with a child with an EHCP.

Lead play activities with children at playtimes and lunchtimes, on a rota basis.
Administer First Aid as required.

Follows all school policies and procedures.

Participates as required in the school's performance management and takes part in appropriate training and development activities.

Makes appropriate use of ICT and adhere to policies relating to it, within their work, in line with the school's systems of working.

Contributes to the overall ethos, work and aims of the school

3.

CONTACTS & RELATIONSHIPS

- Develop and maintains positive and supportive relationships with all staff members.
- Works successfully within a team of adults.
- Adheres to the school's code of conduct.

4.

DECISIONS – discretion and consequences

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risk of pupils' behaviour becoming disruptive or dangerous.
- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises and takes action when necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress.
- Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.

5.

WORK ENVIRONMENT – Work demands

- Works to deadlines. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals.

Physical demands

- Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils' personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures.

Working conditions

- The majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required. May also involve visits in the home.

Work context

- Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.
- Risk of injury from moving and handling pupils with physical disabilities and caring for and working with small children.
- Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.
- Risk of infection when dealing with unwell children.