

Job Description



Job Title: Teaching Assistant Level 1

Role within the setting.

To work as an active member of Franche Community Primary School team ensuring all children attending the setting receive high-quality care and education. Providing a safe environment within which individual needs are met whilst delivering rich and stimulating learning.

Reports to:

Is directly responsible to the Board of Governors at all times
Reports to Class Teacher and Year Band Leader/Assistant Headteacher

Key responsibilities:

Under the direction and control of the classroom teacher or designated supervisor a TA1 will:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- To monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of pupils.
- To work in conjunction with the school's policies and procedures at all times.
- To adhere to the schools Code of Conduct and Handbook at all times.
- To ensure the safety of all children and staff by adhering to and implementing the schools Safeguarding and Child Protection policy and associated procedures.
- To comply with the Schools Whistle blowing policy and Complaints procedure, ensuring that all concerns are reported to and acted upon by a senior member of staff immediately with escalation to the Headteacher or Governor if required.
- To work with all staff members within the school and in partnership with all onsite services as a collaborative team.
- Carry out administrative duties such as preparing classroom resources.
- Provide detailed and regular feedback to teachers/managers about pupil progress.
- Create displays of children achievement's/art works and wow moments to embed and support learning.
- To support the teacher/manager in managing challenging behaviour and promoting positive behaviour.
- A flexible approach to work is essential as you will be involved in a range of School related activities such as cooking, art, outdoor play and Forest School. All staff are expected to be prepared for inclement weather as part of their everyday responsibilities.
- To attend regular parent's evenings, open events and play a part in the publicity of the School.
- To ensure all work is conducted with due regard to Health, Safety, Safeguarding and the welfare of the children, staff, visitors and parents.
- To play an active part in the completion and continued review of daily and yearly risk assessments. To also include child risk assessments.

- To ensure all accidents/incidents are recorded accurately, at the time, and are reported to parents effectively.
- To administer medication to pupils as and when required and comply with all aspects of the school medication policy.
- Have a smart and professional appearance at all times within the school and around the site.
- Uniform must always be worn, clean and ironed.
- To dress, talk and act in a professional and appropriate manner at all times and speak to the children in an appropriate manner.
- To undertake any other duties within your skills and capabilities as reasonably requested by management.
- The post is performance managed and reviews will occur on a regular basis by senior staff. All staff must comply with management targets and the performance management process.