



Midsomer Norton  
Schools Partnership

**Home School: Welton Primary School**

**Job Description – Teaching Assistant Level 1**

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**Grade Q**

**Responsible to: SenCo**

## **1. JOB PURPOSE**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

### **Support for Pupils**

1. Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, as appropriate.
2. Supervise and support pupils ensuring their safety and access to learning.
3. Establish constructive relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Develop a good knowledge of pupil's individual special educational needs and implement appropriate strategies as outlined in the students' profile.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to interact with others and engage in activities led by the teacher.
7. Encourage pupils to act independently as appropriate.
8. To provide pastoral support for pupils as directed by the tutor or House staff.

### **Support for Teacher**

9. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
10. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
11. Undertake pupil record keeping as requested.
12. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
13. Gather/report information from/to parents/carers as directed.
14. Provide clerical/admin support for learning e.g. photocopying, word processing, filing, data entry etc.
15. Support pupils to develop basic literacy and numeracy skills as directed by the teacher.

16. Support the role of the tutor, including mentoring individual or small groups of students as directed by the tutor or House staff.

### **Support for the Curriculum**

17. Support pupils to understand instructions.
18. Support pupils in respect of local and national learning strategies as directed by the teacher.
19. Support pupils in accessing and developing basic ICT skills.
20. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

### **Support for the School**

21. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals.
25. Attend relevant meetings as required including termly afterschool department meetings.
26. Participate in critical self-reflection through the performance management process for TA's and participate in training and development opportunities as required.
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
28. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
29. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
30. Contribute to pupil reviews by reporting on pupil progress as directed.
31. To undertake other relevant duties allocated at the discretion of the classroom teacher, SENCo, Headteacher or other designated supervisor.

## **3. QUALIFICATIONS AND EXPERIENCE**

### **Essential**

Should be able to demonstrate a reasonable standard of education with level 2 qualifications in literacy and numeracy to GCSE level or equivalent.

All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

A willingness to undertake a recognised/relevant qualification, such as the NVQ 2 for Teaching Assistants.

Basic understanding and use of technology i.e. Microsoft Office, internet, email, use of photocopier etc.

A willingness to undertake Teaching Assistant Induction programme.

Ability to self-evaluate learning needs and actively seek learning opportunities.

**Desirable**

Appropriate knowledge of general first aid.

Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

**4. GENERAL**

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

**Post Holder:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Line Manager:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_