

**THE PRIORY SCHOOL, SHREWSBURY
JOB DESCRIPTION**

JOB TITLE: Teaching Assistant – Level 1

HOURS: 25 hours per week

PAY:

GENERAL INFORMATION

Work under the guidance of the teaching staff and nominated Teaching Assistants to support access to learning for students and to assist the teacher in the management of students and the classroom. This will include the preparation and routine maintenance of resources / equipment. Work with students will be carried out in the classroom.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Support for Students

- a) Attend to students' personal needs and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters.
- b) Supervise and support students, ensuring their safety and access to learning.
- c) Establish constructive relationships with students and interact with them according to individual needs.
- d) Promote the inclusion and acceptance of all students.
- e) Encourage students to interact with others, and engage in learning activities led by the teacher.
- f) Encourage students to act independently as appropriate.

2. Support for the Teacher

- a) Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students' work.
- b) Ensure the timely and accurate preparation of routine equipment / materials as set out in instructions.
- c) Be aware of student problems / progress / achievements, and report to the teacher as agreed.
- d) Undertake student record keeping as directed.

- e) Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- f) Provide routine clerical tasks e.g. photocopying...

3. Support for the Curriculum

- a) Support students in understanding instructions.
- b) Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3 etc. as directed by the teachers.
- c) Support students in using basic ICT as directed.
- d) Prepare and maintain equipment / resources as directed by the teacher, and assist students in their use.

4. Support for the School

- a) 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.
- b) Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- c) Contribute to the overall ethos / work / aims of the school.
- d) Facilitate and support the role of other professionals.
- e) Attend and participate in relevant meetings as required.
- f) Participate in training and other learning activities and performance development as required.
- g) Assist with the supervision of students out of lesson times as required, including before and after school and at lunchtimes.
- h) Accompany teaching staff and students, as appropriate, on visits, trips and out of school activities.

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

Signed Date
Principal

Signed Date