



Department	Education & Cultural Services		Division
Designation of Post	Teaching Assistant/Library Support Level 1 (Supporting and delivering Learning)	Grade TA1 Band C (SCP 4)	Post No
Responsible to	Headteacher (Emma Bailey)		
Immediate Subordinates	Deputy Headteacher & English Subject Leader		

Key Role/Functions

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.

Specific duties and responsibilities

1. Support for Pupils

- To have regard for the safety and well being of the pupil at all times
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To encourage inclusion within the classroom
- To encourage pupils to interact with others and engage in activities led by the teacher
- To assist in the supervision of pupils on outings or visits
- To encourage good personal hygiene and assist with necessary self help skills (feeding, toileting, dressing etc.)
- To support the children in the school library with book choices and book returns

2. Support for Teachers

- To receive instruction from teachers regarding the daily/weekly programme of activities and events
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision
- To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers
- Provide administrative and clerical support e.g. record keeping, photocopying and filing

- To assist in the display of pupils' work to reflect their achievement
- To assist with tasks within the school's assessment procedures
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- To ensure library books are returned to the library, checked in and shelved.

3. Support for the School

- To attend appropriate staff meetings as required
- To be aware of all Health & Safety issues
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher
- To assist with the general supervision of children during breaktimes and/ or when required
- To be a proactive member of the school and class team
- To attend relevant professional development, in order to update knowledge
- To promote the policies and ethos of the school
- To support the daily running of the school library.

4. Support for the curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies
- To support pupils in using basic ICT as directed
- To set out and prepare equipment, indoors & outdoors
- To develop a knowledge of the books in the library to support curriculum delivery.

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

Issued by

Chief Officer

Date