

GRANTA SCHOOL

Granta School is committed to safeguarding and the welfare of children and young people and expects all staff to share in this commitment.

JOB DESCRIPTION

Job Title: Teaching Assistant – Level 1B
School/Service: Granta
Reports to: Teacher
Grade: Level 1B
Location: Granta School
Hours: (subject to maximum 32.5 hours per week)

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Principal Accountabilities:

1. Support for children

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Provide learning support as required for children with varying special needs, or where English is not their first language.
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs and medical needs with appropriate training.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum including pupil communication aids

3. Support for the teacher

- Complete records and contribute to reports on pupil progress and development as directed.
- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide support for school events during the school day e.g 'fun day'