

<b>Job Title</b>	Level 1 Teaching Assistant
<b>Responsible to</b>	Learning Support Manager

**In addition to the Learning Support Assistant job role:**

**Key Responsibilities:**

- To be aware of and comply with school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- To provide in-class support under the direction and guidance of the teacher e.g. clarifying and explaining instructions the school whilst encouraging and fostering independence.
- To provide one to one support for students in the Learning Support Area, including working on the Individual Education Plan (IEP) targets.
- To assist Senior TAs or the SENCO in withdrawal sessions.
- To have an understanding and be responsible for specific needs of students, using individual or group IEPs under the guidance of the SENCO or Senior TA.
- To liaise with the class teacher, SENCO, parents and teachers about IEPs and student progress.
- To observe and monitor pupil performance.
- To research, retrieve and produce resources under the guidance of the teacher.
- To assist in carrying out programmes of work e.g. language, behaviour, reading, spelling, numeracy, handwriting, ICT, physical activities.
- To meet the physical needs of students, assisting with their personal care, e.g. physiotherapy, lifting and handling, toileting etc
- To liaise with teaching staff about lesson aims and lesson planning
- To attend LS departmental meetings when possible.
- To maintain support records and use school systems to record and track events.
- To review and assess process of students with SEN.
- To take part in the statutory Annual Review.
- To assist with lunch and break time supervision of students.
- To help with educational visits,
- To maintain and update display boards.
- To support teaching and learning through the use of ICT
- To assist SENCO and Learning Support Manager with clerical duties.
- To undertake any other duty that may be regarded as being commensurate with the level and general purpose of the post.

<b>Date Approved</b>		<b>TA Signature:</b>
<b>Head Teacher</b>	Grahame Hodson	<b>Signature:</b>