



**Teaching Assistant - Level 1**  
**Job Description**

<b>Post</b>	<b>Teaching Assistant - Level 1</b>
<b>Grade</b>	<b>G3</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Core Purpose</b>	To work with teachers to support teaching and learning providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.
<b>Key Tasks &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher</li> <li>• Support pupils to understand instructions and support independent learning and inclusion of all pupils</li> <li>• Support the teacher in behaviour management and keeping pupils on task</li> <li>• Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate</li> <li>• Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.</li> <li>•</li> </ul> <p>Teaching Assistants in this role may also undertake some, or all of the following:</p> <ul style="list-style-type: none"> <li>• Record basic pupil data</li> <li>• Support children's learning through play</li> <li>• Assist with break-time supervision including facilitating games and activities</li> <li>• Assist with escorting pupils on educational visits</li> <li>• Support pupils in using basic ICT</li> <li>• Invigilate exams and tests</li> <li>• Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.</li> </ul>
<b>General</b>	<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside

	<p>of the general scope of this grade of post will be with the consent of the postholder.</p> <p><b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.</p> <p><b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.</p> <p><b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the Lincoln Anglican Academy Trust (LAAT).</p> <p><b>Safeguarding</b> - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>
<p><b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school</b></p>	