

JOB OUTLINE	
JOB TITLE:	Teaching Assistant 1
GRADE:	Grade 3
CAR USER:	N/A
LOCATION:	Pendle Community High School & College
RESPONSIBLE TO:	Teacher
STAFF RESPONSIBLE FOR:	N/A
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Post holder</b>
Under direction, to support the classroom teacher, mainly concerned with the physical needs of pupils, will have a limited involvement in the supervision of directed set tasks, and care of pupils including those with special needs and in the preparation of resources and classroom organisation but will have greater involvement in the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.	
<b>MAIN ACTIVITIES</b>	<b>What the Post holder will actually do What prescribed duties the post holder will have</b>
<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>- To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility.</li> <li>- To assist with movement around the school environment and during school activities.</li> <li>- To assist in the development of independent social skills.</li> <li>- To assist in the proper use of specialist aids and equipment.</li> <li>- To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils.</li> <li>- To accompany pupils on visits.</li> <li>- To administer basic first aid where appropriately trained.</li> <li>- To assist in the specific medical/care needs of pupils when specific training has been undertaken</li> </ul> <p><b>Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>- To assist in preparation of resources and tidying away.</li> <li>- To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.</li> <li>- To assist in monitoring, displaying and the removal of work displays.</li> <li>- To report pupils problems/achievements to the teacher as necessary.</li> </ul> <ul style="list-style-type: none"> <li>- To undertake photocopying and routine clerical duties.</li> <li>- To report pupil absence to the school's nominated person.</li> <li>- To report information from parents/carer as directed.</li> </ul> <p><b>Support for the School</b></p> <ul style="list-style-type: none"> <li>- To assist in providing an atmosphere in which effective learning can take place.</li> <li>- To attend staff training/meetings where appropriate.</li> <li>- To work within school policies and procedures.</li> <li>- To take care for their own and other people's health and safety.</li> <li>- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.</li> <li>- To assist with the supervision of pupils out of lesson times, including before and after school.</li> </ul> <p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>- Ensure the availability of appropriate learning aids, materials and equipment.</li> </ul> <p><b>Note:</b> In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</p>	
<b>Agreed by:</b>	