

JOB DESCRIPTION

Post title:	Teaching Assistant Level 1
Grade/salary:	Band C, SCP Range 4-5
Paid Hours:	33.5 hours per week, 39 weeks per year
Reporting to:	Assistant Headteacher: SEND and Inclusion
Purpose:	To support students with special educational needs within school
Liaising with:	Whole school staff
Disclosure level:	Enhanced

MAIN (CORE) DUTIES:

- To work under the guidance and supervision of the Assistant Headteacher for SEND and Inclusion and other senior SEN staff to assist with provision of agreed work/care/support programmes for individuals/groups of students in or out of the classroom.
- To assist the teacher in the use of resources, classroom behaviour and to assist with keeping students on task.
- To have the ability to contribute to the wider activities of the whole school and work as part of the staff team.

SPECIFIC DUTIES:

Support for students:

- To have a regard for the safeguarding and wellbeing of students at all times.
- To support individual student development and promote independence in a safe, secure, challenging environment; employing strategies to recognise and reward achievement of self-reliance.
- To support the learning of individuals and groups of students and to act as a positive role model, setting high expectations.
- To focus on small groups of students to ensure their needs are being met within the classroom. To ensure their inclusion and acceptance within the classroom.
- To encourage good hygiene and assist with necessary self-help skills. To meet physical and medical needs of students, as required.

Support for teachers:

- To liaise with teachers, other staff and professionals to ensure an appropriate working environment.
- To manage, prepare and provide materials/equipment to be used by staff and students, both inside and outside the classroom.
- To gather information from parents/legal guardians, as required.
- To provide objective and accurate feedback as required to the teacher/other staff on student achievement/progress/behaviour in and out of the classroom.
- To provide general clerical support to the teachers/other staff, as and when required, dealing with the production of worksheets, etc. as instructed in accordance with agreed lesson plans.

- To work with the school's established Behaviour/Discipline and Child Safeguarding policies to manage behaviour constructively and to promote self-control, independence and a safe education environment for all students.

Other duties:

- To support the use of ICT in learning activities and develop student's competence and independence in the use of ICT.
- To help students access learning activities/resources through specialist support.
- To be aware of all Health & Safety responsibilities/policies/guidelines within school and all other whole school policies.
- To assist with the general supervision of students during break and lunch times.
- To attend school trips and visits, as and when required.
- To attend staff training days/meetings, as required.
- To treat all information relating to a student as strictly confidential.
- To engage in Performance Management Reviews annually.
- To undertake any other such duties as instructed by the Headteacher, Assistant Headteacher for SEND and Inclusion or other senior staff commensurate with the salary/grading of the post.

SAFEGUARDING REQUIREMENTS:

- All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the school commits to providing this training, e.g., via induction, on-line, briefings at staff meetings, Inset Days, etc., as appropriate.
- All staff should familiarise themselves with 'Keeping Children Safe in Education', Part 1 and local policies and procedures, as directed by the school.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with school policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children, they must report any concerns to the Designated Safeguarding Lead.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: June 2025

Hilbre High School committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.