



## Teaching Assistant Level 1 Duties and Responsibilities

**Surrey Job Family:** Children Learning and Education Support

**Assessed Grade:** Surrey Grade S3

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### **Purpose of the role:**

- To be responsible for promoting and safeguarding the welfare of all students at Limpsfield Grange.
- To actively commit to Limpsfield Grange’s vision and values.
- To follow and promote the school’s policies and procedures.
- To assist teaching staff in implementing and delivering an appropriate broad, balanced relevant and differentiated curriculum, which meets the needs of all learners.
- To support the school community in raising standards and enabling all students to make progress.
- To assist teaching staff in providing a wide experience of learning opportunities which ensure each student makes progress and fulfils their potential.

### **Specific Responsibilities:**

#### ***To support teaching and learning across the school through:***

- Providing in class support, and support to small groups and individuals both in class and outside of the classroom setting, to enable all students to make progress.
- Adopting a range of relevant strategies and approaches to support the work of the teacher, and enable all students to make progress.
- Promoting, supporting and facilitating inclusion by encouraging participation of all students in learning and extracurricular activities.
- Supporting students to develop their communication and independence skills.
- Supporting students to develop and maintain positive physical, emotional and mental wellbeing.
- Using effective behaviour management strategies consistently in line with the school’s policy and procedures.
- Contributing to effective assessment and planning by supporting the monitoring, recording and reporting of student progress.
- Communicating effectively and sensitively with students to adapt to their needs and support their learning.

- Creating a stimulating and safe learning environment by organising and managing physical teaching spaces, resources and displays.
- Providing support for staff and students in a Tutor Group.
- Undertaking planned supervision of students' out of school hours learning activities including workshops and organised external events such as sports competitions etc.

***To work effectively with others across the school through:***

- Communicating effectively and positively with all staff and to adhering to the school policies, procedures and practice at all times.
- Reporting safeguarding and welfare concerns about students to the Safeguarding Team, in line with the Limsfield Grange Safeguarding policy and procedures.
- Communicating knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place regarding interventions and provision.
- Supporting the role of families as partners in supporting their child.

***To support the smooth and efficient running of the school through:***

- Supervising students break times and lunch times where necessary.
- Supervising students at the start of the day.
- Contributing towards and attending whole school events.
- Supervising students on visits, trips and out of school activities as required.

***To develop a sound knowledge and understanding of teaching and learning approaches through:***

- Demonstrating expertise and skills in understanding the needs of all students and knowing how to adapt and deliver support to meet individual needs and enable all students to make progress.
- Ensuring personal knowledge and understanding is relevant and up to date by reflecting on their own practice; liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrating a level of subject and curriculum knowledge relevant to the role and applying this effectively to support teachers and enable students to make progress.

**Additional Information:**

- Annual appraisal will be carried out by a member of the Leadership Team.
- All Teaching Assistants will have specific areas of whole school responsibility, negotiated with the Leadership Team and agreed annually as part of the appraisal process.

*The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.*

## **The Limpsfield Grange Values:**

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

*July 2017*