



Queenswell Schools
Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
E: infooffice@queenswellfed.barnet.sch.uk
jnroffice@queenswellfed.barnet.sch.uk
W: www.queenswellfederation.co.uk



JOB DESCRIPTION

1:1 Teaching Assistant level 1 – Grade C

Main Purpose of the Job

An entry level teaching assistant providing support to individual pupil(s) with additional needs within a mainstream school.

The key focus of this job is to:

- To support the classroom teacher with the development and education of all pupils.
- To assist in development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.

Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods of time.

Support for the Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils' ensuring their safety and access to learning, by encouraging their participation in learning tasks and activities.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Encourage pupils to act independently as well as interact with others and engage in activities led by the teacher

Support for the Teacher

- Prepare the learning environment, as directed, for lessons and clear afterwards.
- Assist in preparation and display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.

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- Undertake basic standard pupil record keeping using templates as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report basic and routine information from/to parents/carers as directed.
- Support teaching/senior staff with routine administration e.g. photocopying, typing, filing, collecting money.

Support for the Curriculum

- Support pupils to understand instructions.
- Be aware of and comply with the school curriculum to support pupils in respect of local and national learning strategies.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

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- Assist with the organisation of school medical arrangements, e.g. dental inspections, nurse visits.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required
- Assist with the special events, e.g. School Concerts, Plays, Parents / Carers evenings.

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade as requested by their line manager.

The job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between post holder and their line manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.