

<b>School:</b>	<b>Mereworth CP School</b>
<b>Grade:</b>	<b>Kent Range 7</b>
<b>Responsible to:</b>	<b>Line Manager</b>
<b>Post Holder:</b>	
<b>Date:</b>	<b>September 2023</b>
<b>Hours per week:</b>	<b>20.25 hrs 08:45am to 12:00pm plus 2 afternoons 1:00pm to 3:00pm Monday-Friday</b>

### **Purpose of the Job:**

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

### **Key duties and responsibilities:**

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment. This means marking all PPA cover lesson work for the class, following the Marking Policy.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
8. Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
9. Liaise with external agencies on a regular basis.
10. Teaching Assistants at this level are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
  - b. Provide specialist support to pupils where English is not their first language.
  - c. Provide specialist support to gifted and talented pupils.
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
  - e. Covering PPA for Class Teachers across the school on a weekly basis/rota.

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Supervise or manage the work and development of other classroom support staff.
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
3. Provide pastoral care to pupils for example as head of year or tutor group.
4. Be responsible for pupils who are not working to the normal timetable.
5. Invigilate exams and tests.

Signed ..... (Post Holder) Date .....

Signed ..... (Head teacher) Date .....

## Kent County Council

### Person Specification: Teaching Assistant – HLTA 2

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified for HLTA status plus additional professional development.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Successful relevant experience of working with children of relevant age within a learning environment.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Demonstrate specialist skills that may be appropriate to 7(a-d) above.</li><li>• Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li><li>• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.</li><li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li></ul>

You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>