Kent County Council

**Job Description:** Teaching Assistant

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| **School:** | **Mereworth CP School** |
| **Grade:** | **Teaching Assistant** |
| **Post holder:** |  |
| **Responsible to:** | **Class Teacher** |
| **Date:** |  |
| **Hours per week:** | **25.00 hrs 9:00am to 3:00pm, 20min morning break 1 hr lunch** |
| **Weeks per year:** | **44 weeks 3 days** |
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**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Key duties and responsibilities:**

(Duties relating to supporting pupils with health care needs are not included in this profile)

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

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

1. Record basic pupil data.
2. Support children’s learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
8. Operate, where applicable, a first aid service, to deal with any accidents that occur safely and quickly. Follow all school policies and procedures regarding the reporting of first aid/accidents & behaviour incidents.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1**Mereworth CP School**



**PERSON SPECIFICATION**

**TEACHING ASSISTANT – KS1**

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| Experience: | * A Teaching Assistant with successful experience of working in KS1 or KS2 * Evidence of effective working partnership with a class teacher |
| Qualifications or Training: | * GCSE or NVQ qualifications or equivalents * Evidence of on-going professional development |
| Professional Skills & Abilities: | * To be a successful team member who contributes effectively to the school including promoting the school ethos, vision, aims and values * To effectively organise and manage classroom resources and learning programmes for the child to follow under the direction of the class teacher * Be an effective classroom teaching assistant who is an excellent role model for the children * To provide a positive learning environment * To provide effective support to meet the needs of the class * To deal with children with warmth, care and understanding, setting clear and appropriate boundaries and standards of behaviour * To communicate orally and in writing at a level of skill necessary for the job * Use ICT competently for teaching and personal purposes * Have excellent time management skills |
| Knowledge: | * Knowledge of the requirements of effective Primary School teaching, learning and assessment * Knowledge and understanding of stages of children’s development; strategies to motivate development in all areas and issues of equal opportunities * Evidence of understanding whole school responsibilities and issues and a commitment to raising pupil attainment and achievement * Ability to set appropriate targets to inform teaching, learning and support |
| Commitments: | * To implementing the schools ethos, vision, aims and values * To raising achievement and attainment * To creating a happy and safe learning environment that meets the needs of the pupil * To working in partnership with the class teacher and SENCO * To working in partnership with parents and carers and the wider school community * To his/her own professional development |

Signed …………………………………………………… (Post Holder) Date …………………………

Signed …………………………………………………… (Head teacher) Date ………………………