

Job Description

Job Title: Teaching Assistant HNF

Grade: Kent Range 3

Purpose of the job

To work alongside the class teacher's supervision, undertake the delivery of the individual pupil learning programmes; 1:1, small groups or within the classroom providing support across the curriculum.

The role is Term Time Only (38 weeks per year), and temporary until 31.08.2023 as the vacancy is linked to pupil funding; the post has the potential to extend past that time frame.

Key duties and responsibilities

- Under the guidance of the class teacher & SENCo deliver interventions either 1:1, in withdrawal groups or within the classroom, providing support across the curriculum.
- Maintain the interest and motivation of pupils; raising self-esteem, improving independent work and promote positive behaviour patterns to assist their education and development.
- To be aware of the pupil's needs, achievements, progress and report to the teacher as agreed.
- Establish a constructive relationship with pupils and interact with them according to their individual needs.
- Provide feedback to the pupils in relation to progress and achievement under the guidance of a teacher.
- Provide support for learning activities by making a contribution to supporting a teacher in planning, supporting delivery and evaluation.
- Making a contribution to organising effective learning environments and making appropriate records.
- Participate in assessment, planning and evaluation of support as appropriate.
- Liaise with class teacher, SENCo and other staff as appropriate and support the work of outside agencies.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (For example, assessment information)
- Liaise with parents if appropriate.
- Monitor pupil responses to learning activities and record achievement / progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents / carers where appropriate.
- Support the use of ICT in learning activities and develop pupil confidence and competence in its use.
- Participate in training and other learning activities and performance development as required. Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall aims, ethos, work of the team and school.
- Attend and participate in relevant meetings as required.

This role is subject to an enhanced DBS check

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.