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**Churchill C.E. Primary School**

**Job Description:** Teaching Assistant

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| **Name:** |  |
| **Date Appointed:** |  |
| **Grade:** | **Kent Range 4** |
| **Responsible to:** | **Classroom Teacher** |

**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:**

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. Lead small group and 1:1 intervention, both in the classroom and in nearby spaces.
3. Support pupils to understand instructions, support independent learning and inclusion of all pupils.
4. Support the teacher in behaviour management and keeping pupils on task.
5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
6. 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. Work under the teachers’ direction, using research, initiative and creativity to meet the learning needs of designated pupils.
3. Support children’s learning through play and discussion
4. Assist with break-time supervision at any time during the school day, including facilitating games and activities both inside and outdoors.
5. Assist with escorting pupils on educational visits offsite.
6. Support pupils in using basic ICT.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
8. Provide pupils with oral and/or written feedback.

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**Person Specification:** Teaching Assistant

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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Grade C or above GCSE Maths and English * Diploma Level 1, 2 or 3 in supporting learning or equivalent. |
| **EXPERIENCE** | * Previous experienced of working with primary age children in a teaching and learning capacity |
| **SKILLS AND ABILITIES** | * Numeracy and literacy skills – Good GCSE pass or equivalent. * Basic IT skills. * Excellent communications skills * Be a good team player, working well with others. * Be able to balance being empathetic, with the need to teach independence and maintain high expectations for behaviour * Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |