Kent County Council

Job Description: Teaching Assistant – Additional Needs – Level 1

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| **School:** | **St Francis Catholic Primary School** |
| **Grade:** | **Kent Range 4** |
| **Responsible to:** | **Line Manager** |

Purpose of the Job:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

Key duties and responsibilities:

1. Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate

2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour

3. Support the teacher in monitoring, assessing and recording pupil progress/activities

4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher

5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher

6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate

8. Understand and support independent learning and inclusion of all pupils as required.

9. Update pupil records

10. Assist with break-time supervision including facilitating games and activities

11. Assist with escorting pupils on educational visits

12. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

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Person Specification: Teaching Assistant – Additional Needs – Level 1

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** | Level 2 Diploma (or equivalent)Pediatric First Aid qualification would be an advantage. |
| **EXPERIENCE** | Previous experience of working with children |
| **SKILLS AND ABILITIES** | Numeracy and literacy skillsBasic IT SkillsSpecialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc.Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | Requires knowledge and procedures for supporting and leading learning activities Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality. |