



Teaching Assistant - Job Description

Reports to: School Principal

Job Holder's Name:

Date: September 2015

Grade: KS3

Hours

Times

1. PURPOSE OF JOB

Support the class teacher and the pupils in the teaching and learning activities, ensure the safety and well being of the children to ensure they attain the targets set.

2. PRINCIPAL ACCOUNTABILITIES

- Support pupils' learning activities in a wide range of curriculum areas
- Provide literacy and numeracy support so that pupils can access the wider curriculum
- Plan, deliver and assess teaching and learning activities under the direction of a teacher
- Contribute to the planning and evaluation of teaching and learning activities
- Support all children's personal, social and moral development
- Observe and promote pupil performance and development
- Contribute to assessment for learning strategies
- Help keep the children safe
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times
- Provide effective support for other colleagues, and promote the effectiveness of the teams in which you work
- Support the use of and use information technology effectively to support teaching and learning
- Observe and report on pupil performance
- Support pupils with disabilities, SEN, ASD and gifted and talented
- Contribute to the support of bilingual/multilingual pupils
- Provide displays as required and prepare and maintain the learning environment
- Promote positive behaviour
- Reflect on your practice and develop yourself professionally
- Support pupils wellbeing and resilience
- Lead and motivate any visitors to the classroom such as students and volunteers
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

4. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with proven good numeracy and literacy skills.
- Previous experience (1-2 years) of working with children.
- Hold a Learning Support qualification at NVQ level 2 or above (or equivalent)
- Effective use of basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the 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.

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

5. NECESSARY BEHAVIOURS (From Kent " Ways2Success")

The "Behaviours for Success" framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

A Focus on the Customer

- Customer Orientation
- "Can do" Approach
- Continuous Improvement
- Communication & Customer Care

Personal Resourcefulness

- Self Confidence
- Respect for Others
- Initiative

Relationship Building

- Partnership Working
- Teamwork & Co-operation

Managing for Success (for managers)

- how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.

Signatures:

Job Description agreed by:

Job Holder : _____ **Date:** _____

Executive Principal : _____ **Date:** _____