



## Woodlands Primary School

### JOB DESCRIPTION FOR: Teaching Assistant

**Responsible to: Inclusion Manager**

**Salary: Kent Range 3**

#### **Job Purpose**

Assist in the teaching and welfare of children to ensure that their learning and progress is good.

#### **Principal Accountabilities**

- Implement structured learning activities/teaching programmes and support pupils in accessing learning activities under the guidance of the class teacher, line manager or Inclusion Manager, providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential.
- Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- Be able to use a range of strategies to deal with pupil behaviour and understand individual behavioural needs to ensure pupils' learning needs are met.
- Administer routine tests, undertake routine marking and maintain records as requested by the CT, line manager or Inclusion Manager.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.
- Be familiar with, and comply with a full range of policies and procedures relating child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Be familiar with, and comply with a full range of policies relating to their role, eg teaching and learning, marking and core subjects
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- Accompany and support teachers on school trips and other off-site activities.
- Provide clerical/admin support and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed by the class teacher, line manager or Inclusion Manager
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

#### **Necessary Experience**

- Good standard of general education (i.e. NVQ 2/3 or equivalent) together with good numeracy and literacy skills (i.e. NVQ 2 or equivalent)
- Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour.

- Successful relevant experience of working with children.
- Have good working knowledge of relevant policies and procedures relating to safeguarding, health, safety, equal opportunities and confidentiality.
- Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.
- Successful experience of working with ICT (e-mail, Microsoft Office etc.).
- Be able to devise and implement structured learning activities, under the direction of the teacher or line manager, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.
- 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.

### **SCOPE FOR IMPACT**

Support staff in schools make a strong contribution to pupils' learning and achievement. TAs play a major role in the welfare and care of the pupils on a daily basis. TAs can contribute further to the life of the school by running extra-curricular clubs.

### **JOB CONTEXT**

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher, line manager or equivalent. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Appraisal Process.

Date:

Signed: