

# Job Description

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## Teaching Assistant

**Grade:** Kent Range 3

**Hours:** 18 hours per week

**Weeks:** 39 weeks

**Reporting to:** Line Manager

**Posts reporting to this position:** N/A

**Working hours:** 8:45am – 3:15pm Mon-Wed

**Based at:** Petham Primary School

### Purpose of the Job:

To deliver interventions for small groups of children who receive Pupil Premium funding 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 both in and outside of the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions, support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. 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 the following:

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Invigilate exams and tests
7. Assist with pupils' personal, social, welfare and health matters, reporting problems to the teacher as appropriate.
8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children. **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

# Person Specification

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## Teaching Assistant

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li></ul>	<ul style="list-style-type: none"><li>• Team Teach training</li><li>• Paediatric First Aid</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working with children.</li></ul>	<ul style="list-style-type: none"><li>• Experience of supporting pupils academic progress and wellbeing</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Numeracy and literacy skills.</li><li>• Basic IT skills.</li><li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li><li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li><li>• Excellent communication skills with both adults and children</li></ul>	<ul style="list-style-type: none"><li>• Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems</li><li>• Able to recognise when learning is maximised and how the adult role can enhance this</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li></ul>	<ul style="list-style-type: none"><li>• Understanding of the requirements of the National Curriculum for EY and KS1</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Professional conduct at all times and with all staff, pupils, other professionals, visitors etc.</li><li>• Able to maintain confidentiality</li><li>• Flexible and responsive to change</li><li>• Calm under pressure</li><li>• Self-motivated and pro-active</li><li>• Appropriate levels of personal presentation</li><li>• Good sense of humour</li><li>• Diplomatic and resourceful</li><li>• Positive/can do approach</li><li>• Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li></ul>	

<b>VALUES</b>	<ul style="list-style-type: none"> <li>• Commitment to school's aims and values</li> <li>• Commitment to continuous personal development</li> <li>• Honest and reliable, displays integrity and commitment to the Trust</li> <li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li> </ul>	
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