LYMINGE

![LOGO newLYMGE3[3]]()

Church of England Primary School

JOB TITLE: Teaching Assistant Level 1

GRADE: Kent Range 3

RESPONSIBLE TO: SENCO

**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:**

* Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
* Support pupils to understand instructions, support independent learning and inclusion of all pupils
* Support the teacher in behaviour management and keeping pupils on task
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Record basic pupil data
* Support children’s learning through play, including assisting with break-time supervision; facilitating games and activities
* Assist with escorting pupils on educational visits
* Support pupils in using basic ICT
* 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.
* Where required, assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
* Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Kent County Council

Person Specification: Teaching Assistant – 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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|  | Essential | Desirable |
| Qualifications / Training | GCSE English and Mathematics | Evidence of qualification in child development, childhood studies or similar. Evidence of continuing professional development including A Levels or further education.  |
| Experience | Experience of working with children. | Experience of working within a school environment. |
| Skills and Attributes | Basic IT skills. The ability to relate well to children and adults. The ability to reflect on and develop own practice. The ability to work as part of a team and also under your own initiative. Flexibility.  | An interest in creative approaches to learning.  |
| Knowledge | An awareness of the National Curriculum.  |  |
| Personal Qualities | Committed and hard working. Energetic and enthusiastic.A willingness to share ideas and learn from others.Being flexible to meet the needs of the children we’re working with.Good organisational skills. The ability to respect confidentiality and act professionally with all stakeholders. A good sense of humour.  | To be able to empathise with parents and carers. |