Broadwater Down Primary School

**Job Description:** Full Time Teaching Assistant

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| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **Line Manager** |

**Purpose of the Job:**

To work with groups of children and 1:1 at times, with a child with SEND and with teachers to support teaching and learning, providing general and specific assistance under the direction, guidance and supervision of the classroom teacher.

**Key duties and responsibilities:**

1. Support pupil/s in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupil/s on specific intervention programmes to meet identified needs under the direction of the teacher, both inside and outside of the classroom.
3. Support pupil/s to understand instructions and vocabulary and to use technology safely and effectively.
4. Support independent learning and inclusion of all pupils, including those with recognised SEN and D and those with EAL.
5. Support the teacher in behaviour for learning.
6. Support pupil/s in social and emotional well-being, reporting concerns to the teacher as appropriate.
7. Prepare and help clear up the learning environment and resources, maintaining a safe environment at all times.
8. Carry out administration tasks as requested by the teacher, including photocopying, filing and the display and presentation of the pupil’s work.
9. Keep up-to-date with subject knowledge of the curriculum, assessment and pedagogy (including age-specific such as EYFS).
10. Assist with break-time supervision including facilitating games and activities.
11. Assist with escorting pupils on educational visits.
12. **Teaching Assistants in this role may also undertake some or all of the following:**
13. Invigilate exams and tests.
14. Provide short-term cover supervision of classes.
15. Supervise and support students and volunteers.
16. Model good practice for new or less confident TAs.
17. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
18. Assist pupils with specific medical needs as outlined in individual healthcare plans.

**Although much of the role is under the direction of the teacher, it is imperative that Teaching Assistants are pro-active members of staff who show initiative and foresight.**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are but is not an exhaustive list. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.