# Job Description

**Post:** Teaching Assistant

**Salary:**  Kent Range 3

**Responsible to:** Class Teacher

1. PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

1. PRINCIPAL ACCOUNTABILITIES

**Supporting Teaching and Learning**

* Assist teachers in the delivery of lessons, providing support to individual pupil.
* Assist in the delivery of individual work programmes for specific pupils.
* Use routine supervision and care skills to support pupils, including those who have

physical, emotional or educational needs.

* Support the SENDCO and teachers in Identifying the most effective teaching approaches

and resources for pupils with particular needs.

* Help create and maintain an effective and exciting environment of learning.
* Keep the teachers/SENDCO informed about the progress and needs of pupils supported.
* Liaise with parents and external agencies if required.
* Work as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances learning opportunities and life skills.

**Other Duties and Responsibilities**

* Any other duties that the SENDCO, teacher or member of the Senior Leadership team may, from time to time, ask the post holder to perform.
* Maintain confidentiality inside and outside the workplace.
* 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 fulfill its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

1. NECESSARY EXPERIENCE

* Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills.
* Previous experience (1-2 years) of working with children.
* Use 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.

1. 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. 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.
* From time to time, any other reasonable task as directed by the Headteacher which falls within the purview of the post.
* This job description is not a legally binding document but provides a framework in which to work. The purpose of this document is to enhance professional practice and development.
* Copies of all job descriptions are kept in the school office and are reviewed from time to time by the School Governors.

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| SIGNED ………………………………………………….. (Employee)    Date ……………………………… |
| SIGNED …………………………………………………..(Line Manager)  Date ………………………………. |
| SIGNED ………………………………………………….(Headteacher)  Date ……………………………… |

**PERSON SPECIFICATION**

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|  | Essential | Desirable |
| Qualifications | * National Vocational Qualifications in Supporting Teaching and Learning (or equivalent) * To be able to demonstrate levels of Numeracy and Literacy equivalentto GCSE C or higher |  |
| Experience | * working in schools for a minimum of 3 years * teaching groups |  |
| Knowledge and Understanding | *To have knowledge and understanding of:*   * TA requirements and standards * Relevant policies, codes of practice and legislation including safeguarding * Behaviour management strategies * The National Curriculum * Whole school initiatives and strategies |  |
| Skills | * Be able to support the teacher in planning effective activities; * develop their knowledge through the evaluation of their own learning needs; * work independently and as part of a team * Calm under pressure and able to adapt to change quickly * Communicate effectively with parents * Maintain appropriate professional boundaries with children, parents and staff * Maintain appropriate levels of confidentiality |  |