

Kent County Council

Job Description: Teaching Assistant

Name:

School: Ightham Primary School

Grade: Kent Range 3

Responsible to:

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:

(Duties relating to supporting pupils with health care needs are not included in this profile)

1. Work with individuals or small groups of pupils in 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 of 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 pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Signed _____ Date _____

Signed (on behalf of the school) _____ Date _____