



## ***King's Farm Primary School***

Cedar Avenue  
Gravesend  
Kent DA12 5JT

Tel: 01474 566979

Fax: 01474 567767

Email: [office@kings-farm.kent.sch.uk](mailto:office@kings-farm.kent.sch.uk)

Website: [www.kings-farm.kent.sch.uk](http://www.kings-farm.kent.sch.uk)

*Executive Headteacher: Mrs Abigail Birch*

*Head of School: Mr Chris Jackson*

### **KING'S FARM PRIMARY SCHOOL**

#### **TEACHING ASSISTANT JOB DESCRIPTION**

**POST:** TEACHING ASSISTANT  
**LINE MANAGER:** SENCO

#### **DUTIES:**

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

#### **TEACHING AND LEARNING:**

- Assist in the educational and social development of pupils under the direction and guidance of the Head of School, SENCO and class teachers.
- Assist in the implementation of Pastoral Support Programmes for pupils and help monitor their progress.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists, and occupational therapists, as necessary.
- Assist class teachers with maintaining pupil records.
- Liaise with the class teacher to understand the objectives of each lesson.
- Support pupils with emotional or behavioural problems and help develop their social skills.
- Promote positive behaviour patterns, raise self-esteem and improve the independent working in children to assist their education and growth.
- Tend to the hygiene and physical needs of individual pupils and assist children to dress for PE etc.
- Supervise in PE lessons where appropriate to ensure the safety of children. Participate and supervise pupils in off-site activities.

- To assist and support the teacher in enhancing the learning environment.
- Assist where necessary with preparation and clearing away of the classroom and materials to ensure effective learning.
- Feedback to teachers and other colleagues where appropriate how pupils are progressing and discuss possible next steps in pupil learning.

### ADMINISTRATIVE DUTIES

- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching.
- Make materials for teachers' or pupils' use as directed by the class teacher.

### PROFESSIONAL STANDARDS

- Support the aims and ethos of the school.
- Good standard of written and spoken grammar.
- To be seen as a positive role model by the pupils providing support at all times.
- Maintain confidentiality at all times.
- Set a good example in terms of dress, punctuality and attendance.
- When unable to attend follow guidance in staff handbook – phone the Deputy Headteacher from 7.00am and updating the school by 1.30pm of likelihood of attending the following day.
- Attend Staff Development Days, team and staff meetings when appropriate.
- Undertake professional duties that may be reasonably assigned by the Headteacher.
- Be proactive in matters relating to health and safety.
- To supervise playtimes and detention duties when appropriate.
- To support the class teacher by seeing the children into the buildings, classrooms and generally be available to assist the management of children, including the cloakroom areas, exits and as they move around the school.
- To be aware of school policies and procedures, to seek advice of the Line Manager in clarification of any points or day to day issues.

Name of Teaching Assistant: \_\_\_\_\_

Signed (Teaching Asst): \_\_\_\_\_

Signed (Head of School): \_\_\_\_\_

Date: \_\_\_\_\_