



## Teaching Assistant Job Description

<b>Post:</b>	Teaching Assistant
<b>Salary:</b>	Kent Range 3
<b>Hours:</b>	30.75 hours per week (8.30am – 3.00pm, working till 4.45pm on alternate Thursdays). Term time only plus 5 days INSET.
<b>Accountability:</b>	To report to and be line-managed by a class teacher and ultimately, via the relevant Head of Department, to the Headteacher.
<b>Responsibilities:</b>	To work under the direction of a teacher and co-operatively with colleagues and other disciplines, in order to support teaching and learning, meeting the learning, therapy, behaviour, physical, care and behaviour needs of pupils.
<b>Workplace:</b>	Appointment is to the school as a whole. Teaching Assistants may be required to work in a single class or in different classes in order to meet the needs of pupils.
<b>Duties:</b>	To support teaching and learning as described below linked to National Occupational Standards.

Standard	Description	Specifically
<b>STL1</b>	Provide support for learning activities	<p>To support learning activities for individual, groups or whole classes of pupils, leading activities under the direction of the teacher or supporting the teacher in their delivery of lessons.</p> <p>In the absence of a class teacher to endeavour to meet all the needs of the pupils in a class or group according to the plans and programmes already in place under the guidance of a nominated teacher elsewhere within the key stage department.</p> <p>Teaching Assistants in a class may collectively be required to deliver lessons planned by a teacher and to maintain class routines for up to ½ a day in the absence of a teacher.</p> <p>To follow agreed evaluation and recording procedures for learning activities.</p> <p>To be aware of the individual education plan for each pupil in the group(s) and take specific action to enable individual pupil goals be achieved.</p> <p>To organise and supervise learning activities for individual or groups of pupils (this may include organising and supervising learning activities for our pupils in other schools and in the community).</p> <p>To attend to the general care, maintenance and storage of classroom equipment.</p>
<b>STL2</b>	Support children's development	<p>Observing pupils, sharing observational findings, contributing to the implementation of activities to support development and contributing to planning to meet pupils' needs.</p> <p>To contribute towards record-keeping particularly in respect of pupil learning, behaviour management, child protection and any other specific programme set up for individual pupils.</p>
<b>STL3</b>	Help to keep children safe	<p>To be aware of and adhere to the school's safeguarding procedures.</p> <p>To be aware of and follow plans, risk assessments and record keeping pertaining to individual pupils, including care plans, health care plans, feeding plans, moving and handling plans and behaviour management plans.</p> <p>To be aware of and follow school procedures and recording pertaining to pupil safety, including for illness, accidents and incidents.</p> <p>To respect the confidential nature of information gained either verbally or in writing, following the school's Confidentiality Policy.</p> <p>To work with school transport drivers and escorts to ensure the safety of pupils when getting in and out of vehicles and the school buildings (this will include undertaking "traffic duty" on the school driveway on a rota basis).</p>

<b>STL4</b>	Contribute to positive relationships	To interact with and respond positively and professionally, to pupils and adults, including colleagues, other professionals and parents/ carers.  To act as a Key Worker for specific pupils and assist in liaising with parents/ carers verbally and in writing.
<b>STL5</b>	Provide effective support for your colleagues	To work effectively as a team member, being aware of and providing support to colleagues when needed.
<b>STL6</b>	Support literacy and numeracy activities	To support the delivery of literacy and numeracy lessons to individuals, small groups and whole classes of pupils, providing accurate support and feedback to pupils.
<b>STL7</b>	Support the use of information and communication technology for teaching and learning	To be able to prepare commonly used ICT for use in lessons.  To support the delivery of lessons including ICT to individuals, small groups and whole classes of pupils.
<b>STL8</b>	Use information and communication technology to support pupils' learning	To be aware of and be able to use hardware and software commonly used in the school.
<b>STL9</b>	Observe and report on pupil performance	In accordance with agreed school or departmental procedures.
<b>STL10</b>	Support children's play and learning	To promote and support age-appropriate play for pupils.  To supervise playtimes taking an active role in the organisation of play, leisure and recreational activities.
<b>STL11</b>	Contribute to supporting bilingual/multilingual pupils	When applicable
<b>STL12</b>	Support a child with disabilities or special educational needs	As well as supporting pupils in classes on the main school site of The Foreland School, Teaching Assistants may also be required to work in either of the school's Inclusion Classes, including supporting Foreland School pupils in mainstream lessons.  Teaching Assistants may also be required to support pupils at home for part of the week when they are unable to attend school.
<b>STL13</b>	Contribute to moving and handling individuals	To follow agreed Moving and Handling plans.
<b>STL14</b>	Support individuals during therapy sessions	
<b>STL16</b>	Provide displays	To produce and maintain displays in accordance with the school's Display Policy.
<b>STL19</b> <b>STL37</b>	Promote positive behaviour  Contribute to the prevention and management of challenging behaviour in children and young people	To promote positive behaviour in line with the school's Behaviour Policy.  To implement individual pupil behaviour management programmes.
<b>STL31</b>	Prepare and maintain the learning environment	To prepare the learning environment and prepare resources needed for lessons.  To ensure that pupils are in the right place at the right time, in the right clothing, with the appropriate equipment, in the correct position.
<b>STL43</b>	Assist in the administration of medication	To follow Health Care plans for individual pupils and complete medication records according to agreed procedures.
<b>STL44</b>	Work with children and young people with additional requirements to meet their personal support needs	To attend to pupils' personal care needs.  To assist with the organisation of refreshments and mealtimes, feeding individual pupils where necessary including by gastric tube after receiving the necessary training.

	To take part in school staff development procedures	<p>To take part in the school's Performance Management programme and work towards specific pupil progress and professional development targets.</p> <p>To take part in a staff induction programme when first appointed to the school.</p> <p>To take part in staff development days, class team meetings, departmental meetings, whole staff meetings and other occasional meetings held during normal working hours.</p>
	Other	<p>To support students and volunteers who work within the classroom from time to time.</p> <p>To care for a specific facility designated by the Head of Key Stage.</p>