

Job Description

Job Title: Teaching Assistant 1:1

Grade: Kent Range 3

Weeks: 38 weeks

Hours: 24 hours per week, Tuesday-Friday (8.45am to 3.15pm)

Base: Petham Primary School

This position is a high needs funded position for a fixed term ending 31/08/23

Purpose of the job

To work alongside the class teacher's supervision, undertake the delivery of the individual pupil learning programmes; sometimes 1:1, and sometimes in groups or within the classroom providing support across the curriculum.

Key duties and responsibilities

- Under the guidance of the class teacher, supervise activities of named pupil either 1:1, in withdrawal groups or within the classroom, providing support across the curriculum.
- Under the guidance of class teachers, provide support to the named pupil with homework, such as listening to readers, learning number facts and completing tasks meant for home.
- Maintain the interest and motivation of the named pupil; raising self-esteem, improving independent work and promote positive behaviour patterns to assist their education and development.
- To be aware of the named pupil's needs, achievements, progress and report to the teacher as agreed.
- Establish a constructive relationship with named pupil and interact with them according to their individual needs.
- Provide feedback to the named pupil in relation to progress and achievement under the guidance of a teacher.
- Provide support for learning activities by making a contribution to supporting a teacher in planning, supporting delivery and evaluation.
- Making a contribution to organising effective learning environments and making appropriate records.
- Participate in assessment, planning and evaluation of support as appropriate.
- Liaise with class teacher, SENCo and other staff as appropriate and support the work of outside agencies.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (For example, assessment information)
- Liaise with parents if appropriate.
- Monitor pupil responses to learning activities and record achievement / progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents / carers where appropriate.
- Support the use of ICT in learning activities and develop pupil confidence and competence in its use.
- Participate in training and other learning activities and performance development as required. Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall aims, ethos, work of the team and school.
- Attend and participate in relevant meetings as required.
- Promote good quality play through supporting the OPAL Outdoor Play and Learning project.

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.