



Chilham St Mary's CE Primary School

Job Title: Teaching Assistant
Grade: Kent Range 3
Responsible to: Headteacher, SENCo, Class Teacher

OVERALL RESPONSIBILITY

To assist in promoting the learning and personal development of the pupils.

Supporting Teaching and Learning

To work under the direction and guidance of the Headteacher, SENCO and class teacher, to assist in the educational and social development of the pupils.

To be familiar with the school curriculum, the age related expectations of pupils, the main teaching method and the testing/assessment frameworks within the school.

Participate in the implementation of individual education programmes for pupils as designated by the SENCO and teaching staff. Duties may include monitoring the progress of pupils educationally and/or socially.

To provide support for the individual children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class.

Work with individual programmes devised by other professions, eg. Speech therapists, occupational therapists, as necessary.

Provide teaching support in small groups and where necessary be assigned to individual pupils in order to aid the teacher.

To liaise effectively with the class teacher by utilising planning, advice and guidance to deliver the overall aims and objectives of the lessons they are part of.

When working with a group/ individuals, to mark any pupils' work in line with the school marking policy.

Assist the teacher with observation and monitoring of the progress of the children, both educationally and socially, maintaining accurate records, in order to ensure documentation of all interventions with the children.

Support those pupils agreed with the Headteacher and SENCO with emotional or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.

Love Trust Respect Honesty Forgiveness Perseverance

To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.

To promote inclusion, act as a role model, show awareness of individual needs and respond to them.

To have high expectations of all pupils, respect their cultural, social, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.

To work with and under the guidance of class teachers on the production of school and classroom displays. To help generate ideas for interactive displays which could include elements of 3-D work; prepare resources; work with children and change displays around the school.

Tend to the hygiene and physical needs of individual pupils.

Supervise in PE lessons and at playtime to ensure the safety of the children, participate and supervise pupils in off-site activities as directed by the Headteacher, SENCO and/or class teacher, eg. educational trips, walks, etc.

Complete written observations on outcomes of work undertaken and reports about children who are displaying particular needs.

The post holder will be responsible for working as part of a team to maintain pupil safety and enjoyment during the lunch break at school. This includes:

Ensuring the playground and dining hall are safe.

Ensuring children have clean hands prior to starting their midday meal.

Working with colleagues to ensure the organisation of school lunches and packed lunches.

Using the school Positive Behaviour policy to establish and maintain the appropriate behaviour of children.

Helping children to manipulate knife and fork; encouraging good manners at the table.

Be aware of children who are going to the toilet.

Completing written observations/reports about children who are displaying particular needs.

Supervising and enriching playtime both inside and outside (clement and inclement weather) whilst maintaining the school rules.

Promoting positive play experiences for the children through leading and guiding play activities.

Supervising children tidying up any agreed play equipment and ensure this is stored away tidily.

Liaising with teachers and teaching assistants about the needs of particular pupils.

Being adaptable when the school's events require adaptations of times/numbers etc.

Ensuring complete and absolute confidentiality about pupils, staff, parents and school affairs of which you may become aware in the course of your work.

Working with pupils during lunchtime as the need arises.

Love Trust Respect Honesty Forgiveness Perseverance

Supervising children at the end of the lunch break until a member of the teaching staff is present to send pupils to their classrooms or take responsibility in the case of inclement weather.

Inform the Headteacher of playground incidents such as poor behaviour or Health & Safety issues.

Health and Safety

Undergo Paediatric First Aid training and update courses.
Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
Co-operate with the employer on all issues to do with Health & Safety and Safeguarding & Child Protection.

Continuing Professional Development - Personal

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to teaching and learning, Child Protection and Health and Safety.
Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Teaching Assistants will be expected to follow a professional code of conduct in the school in line with the school ethos. Any matters arising that are causing concern or worry should be referred to the line manager of the member of staff. Any matter of grievance or complaint should be dealt with in accordance with the school's grievance or complaints procedure.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Signed: **Date:**.....
(Headteacher)

Signed: **Date:**.....
(Postholder)

Chilham St Mary's C of E Primary School Teaching Assistant Person Specification

It is likely that the successful candidate will satisfy the following specification:

Attributes	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> • Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above, or an equivalent qualification • Experience of working in a learning environment such as a learning centre or school/college and supporting children's learning 	<ul style="list-style-type: none"> • At least 5 GCSE's A* – C grade including English and Maths, or equivalent qualification • Evidence of relevant further learning and/or qualifications • Experience in supporting pupils with Social, Emotional and Mental Health needs • Experience of working in a Nursery or Early Years environment • Experience of outdoor learning or Forest School
Professional competence	<ul style="list-style-type: none"> • Have high expectations of themselves and the children • Be flexible and adaptable and have the ability to use their initiative • Be committed to supporting and nurturing children, adopting an inclusive approach that enables them to reach their full potential • Be able to foster positive, supportive relationships with children, parents, staff and the wider community • Show empathy and understanding for the wide range of our children's needs • Be patient when faced with challenging behaviours and intuitive in order to prevent, where possible, issues from arising • Ability to use ICT for planning and assessment • Ability to utilise ICT to support and enhance learning in the classroom • Have high professional standards • A commitment to sustaining up to date professional knowledge. 	<ul style="list-style-type: none"> • Knowledge and skills in particular curriculum areas. • First Aid at work qualification or willingness to undergo training
Personal qualities	<ul style="list-style-type: none"> • To be energetic, enthusiastic and hard working • Enjoys outdoor learning • Good interpersonal skills • Ability to work well in a team • Will support the Christian ethos and values of the school • A willingness to engage in all aspects of school life 	

All Appointments are subject to a successful enhanced DBS check

Love

Trust

Respect

Honesty

Forgiveness

Perseverance