



Executive Headteacher: Mrs T. McIntosh

Head of School: Mr B. Vincer

Job Description

Job Title: Teaching Assistant

Job Summary

- To attend to the behavioural, emotional, social and educational development and physical care of pupils, under the direction and guidance of the Class Teacher and SENCO, providing 1:1 support for specific children.

Principle Duties and Responsibilities

- Support Class Teachers and other staff to maintain excellent standards of behaviour by positively promoting the school's Behaviour Management policy and systems
- Comply with the policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop
- To participate in training and other professional development activities and performance management processes as required
- Implement learning programmes for pupils both in small groups and 1:1
- Liaise with teachers and outside agencies, making planned provision, relevant to class programmes
- Contribute to pupil assessment
- To work with a pupil or pupils with additional needs, under the direction of the SENCO
- To assist teaching staff with playground duties
- To administer First Aid at an appropriate level
- Attend to pupils' personal needs and assist with the development of personal hygiene, toileting and general dressing programmes, in line with intimate care policies
- To support a class teacher with another TA during Teachers' absence
- Establish good relationships with pupils, acting as a role model, encouraging children to talk and develop their language skills whilst being aware of, and responding appropriately to, individual needs



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