



Dunton Green Primary School

London Road, Dunton Green, Kent TN13 2UR Headteacher Ms Tracey Boanas
Tel: 01732 462221 Fax: 01732 743263 Email: office@dunton-green.kent.sch.uk

DUNTON GREEN SCHOOL TEACHING ASSISTANT JOB DESCRIPTION

Name:

Post Held: Teaching Assistant (1)

Responsible to: SENCO and Head Teacher

Liases with: Class teacher and SENCO

Main purpose of job: To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

DUTIES AND RESPONSIBILITIES

Support for pupils:

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities; taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions; ensuring the child is able to use equipment and materials provided; assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting /presentation.
 - Helping children to concentrate on and finish work set.
 - Meeting physical needs as required whilst encouraging independence.
 - Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
 - Developing appropriate resources to support the children;



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3. Providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
4. To establish a constructive relationship with the pupils and interact with them according to individual needs;
5. To promote the inclusion and acceptance of all children;
6. To set challenging and demanding expectations and promote self-esteem and independence;
7. To provide the necessary pastoral care to enable children to feel secure and happy;
8. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;

Support for teachers:

9. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
10. Monitor pupil's responses to learning activities and accurately record achievement as directed;
11. Provide detailed and regular feedback about the children to the teacher;
12. Contribute to the maintenance of children's progress records;
13. Participate in the evaluation of the support programme;
14. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
15. Establish constructive relationships with parents/carers;
16. Administer routine tests and undertake routine marking of children's work;
17. Support class teachers in photocopying and other tasks in order to support teaching

Support for the Curriculum:

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
19. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;



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20. Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
21. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

22. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
24. Contribute to the overall ethos/work/aims of the school;
25. Appreciate and support the roles of other professionals;
26. Attend and participate in relevant meetings as required;
27. Where appropriate develop a relationship to foster links between home and school;
28. Liaise, advise and consult with other members of the team supporting the children as appropriate;
29. Contribute to reviews of children's progress as appropriate,
30. Set a good example in terms of dress, punctuality and attendance;
31. Prepare and present displays of children's work as required;
32. Undertake other duties from time to time as required by the Headteacher.
33. Part of the role involves daily supervision in the lunchtime period.

Arrangements for appraisal of performance:

The role of the Teaching Assistant (1) will be monitored through the school's performance management programme and by members of the SMT.

Signed: _____

Date: _____



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Person Specification for Teaching Assistant		
	Essential	Desirable
Qualifications/ Training	GCSE English and Mathematics to Grade C+ (or equivalent) Excellent spoken English	Evidence of study and qualification in child development, childhood studies or similar Evidence of continuing professional development including to A Level or degree standard
Experience	Experience of working with children	Experience of working within a school environment to support whole classes, groups and individuals
Knowledge and Understanding	Understanding of how to support and challenge learners Knowledge and understanding of different learning styles	Knowledge of child development and the importance of play Qualification in childhood studies
Practical Skills	High standards with regard to teaching and learning Range of strategies to promote good or better learning Ability to form positive, appropriate relationships with children Ability to manage whole class groups as well as small groups and/or individuals Ability to reflect on and develop own practice Ability to work in a team but also under own initiative Ability to provide a stimulating and attractive learning environment Flexibility	



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	Essential	Desirable
Personal Attributes and Qualities	<p>Committed, hard-working and enthusiastic disposition</p> <p>Lots of energy</p> <p>High expectations of themselves, other adults and pupils</p> <p>Ability to work well within a team</p> <p>Good organisational skills</p> <p>Ability to relate well to others</p> <p>Willingness to share ideas and learn from others</p> <p>Be flexible and prepared to go that extra mile, without being asked, when it's needed</p> <p>Able to respect confidentiality and act professionally with others, including colleagues, parents and carers</p> <p>Ability to be proactive and show initiative</p> <p>Demonstrate a good sense of humour</p> <p>Good sense of punctuality</p> <p>Uphold and model the school's core values.</p>	<p>Possess a specialism in a curriculum area e.g. Maths/Art/Music</p>