



Job Description

HNF (High Needs Funding) Teaching Assistant

Grade: Kent Range 3

Hours: 30 per week

Weeks: Term Time Only

Salary: £18,425 pro-rata

Reporting to: Headteacher

Working hours: 8:45am to 3.15pm Monday to Friday

Based at: Selling CE Primary School

This is a fixed-term position until 31/08/2023 (subject to a 6 month probationary period)

Purpose of the Job:

To work with teachers as part of a professional team to support teaching and learning for pupils. To provide learning support to all pupils including those who need particular help to overcome barriers to learning, such as those with learning difficulties and / or behavioural, social, communication, sensory or physical disabilities.

Key duties and responsibilities:

- Work with the whole class, individuals or small groups of pupils under the guidance of teaching staff and provide feedback to the pupils and teacher in order to support good pupil progress.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Adhere to all health and safety regulations
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
- Any other work requested by, and deemed appropriate by, strategic leaders

OCMAT is committed to safeguarding and promoting the welfare of children. **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