



## **Job Description: Teaching Assistant**

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**Grade: Kent Range 3 (29 hours per week – term time only)**  
**Responsible to: SENCO**

### **Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher or the SENCO.

### **Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom, or withdrawn from, under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Manage (with others) the learning environment and resources, including photocopying, filing and the display and presentation of pupils work.
6. Contribute to maintaining a safe environment.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
8. Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans, etc.
9. Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
10. On occasion, cover whole classes during the teacher's absence, if deemed capable of doing so by the Head of School. This to be remunerated at a level to be agreed.

### **Teaching Assistants in this role will also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

**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.



## Person Specification: Teaching Assistant

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The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ or Higher Qualification with proficient practical skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children.</li> <li>Previous experience/knowledge of individual/small group interventions.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Numeracy and literacy skills to at least GCSE grade C or equivalent.</li> <li>Basic IT skills.</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> <li>Knowledge of how children learn and the requirements of the Primary National Curriculum and SEND Code of Practice.</li> </ul>