



TEACHING ASSISTANT

Post Holders Name:

Reports to:

Location:

Grade:

Line Manager

Victoria Road Primary School

Kent Range 3

1. PURPOSE OF 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. To provide support to teachers in order to raise children's achievement and attainment in all areas.

Note on the use of this job description:

2. KEY DUTIES AND RESPONSIBILITIES

- Meet Teaching Assistant Standards
- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and feed back to the teacher to facilitate pupil progress.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Support children's learning including directly teaching small intervention groups.
2. Record basic pupil data
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. Supervise assessments/statutory testing.
7. Assist with pupils' personal needs where appropriate including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
8. Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
9. Assist with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.

Agreed By Approved By

Job Holder

Manager

Person Specification - Teaching Assistant

The following outlines the criteria for this post.

CRITERIA	
QUALIFICATIONS	At least NVQ Level 2 Diploma (or equivalent) with proficient practical skills or obtain during the probationary period
EXPERIENCE	Previous experience of working with children.
SKILLS AND ABILITIES	<p>Have high standards and expectations of children.</p> <p>Good Numeracy and literacy skills (GCSE Grade C or equivalent)</p> <p>Basic IT skills</p> <p>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible.</p> <p>Have and maintain a good rapport with children.</p> <p>Ability to work in a team</p> <p>Show flexibility and patience.</p>
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.