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| New Logo | Job Description |

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| **Post Title:** | **Teaching Assistant** |
| **Grade:** | **Scale KR3** |
| **Reporting to:** | **Head Teacher** |
| **Responsible for:** | **None** |

# 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

# Principal accountabilities

**Supporting the pupils**

1. To be aware of, and respond to, the individual needs of pupils, providing emotional, educational and physical support as required
2. To support individuals and groups in achieving learning objectives, helping every child to achieve their best
3. To provide effective feedback to children and teachers, including appropriate record keeping to support the learning process
4. To establish and maintain supportive and positive relationships with pupils
5. To promote and support the development of children’s social skills and peer relationships
6. To motivate pupils and seek to develop their self-esteem
7. To actively encourage pupils’ organisational and independent learning skills

**Supporting the teacher**

1. To liaise regularly with the teacher on children’s learning, progress, behaviour and welfare
2. To provide support to the teacher in their planning, preparation, teaching and assessment for the learning of their pupils
3. To maintain accurate records of children’s learning
4. To provide administrative support to the teacher, including the preparation and display of children’s work, preparing learning resources and photocopying, as required by the class teacher
5. To assist the teacher in ensuring effective communication to parents and carers

**Supporting the school**

1. To know about and implement the school’s Child Protection procedures and ensure all safeguarding policies are followed
2. To be familiar with school policy and procedure
3. To actively support and maintain the ethos of the school, modelling the school’s values
4. To represent the school in a professional manner and to maintain confidentiality
5. To actively promote the highest standards of behaviour and respond to unacceptable behaviour in accordance with the school’s behaviour policy
6. To attend team and staff meetings as well as training and professional development days, as appropriate to the role
7. To attend, where relevant, school trips, enrichment days and sports tournaments
8. To provide lunchtime and other cover, as required, and in the absence of colleagues
9. To carry out any other duties to meet the changing demands of the school as requested by the Headteacher, Deputy Headteacher or Line Manager

Agreed By:……………………………………………………….. Date:……………………………..

Post Holder

Approved By:…………………………………………………….. Date: ……………………………

Headteacher

Kent County Council

Person Specification: Teaching Assistant – Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical skills. |
| **EXPERIENCE** | Previous experienced of working with children |
| **SKILLS AND ABILITIES** | Numeracy and literacy skills  Basic IT skills  Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |