



## **Job Description**

Post: Teaching Assistant

Grade: Kent Range 3

Responsible to: Headteacher

### **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 to help raise standards of achievement for all pupils.

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

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- 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:**

- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Assist with lunch-time supervision duties.
- Undertake other duties from time to time as directed by the head teacher.

**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**

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.

### **QUALIFICATIONS:**

- Maths and English GCSE at Grade C or above (or equivalent)
- Level 1 or 2 Diploma (or equivalent) with proficient practical skills.

### **EXPERIENCE:**

- Previous experience 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.