

Egerton Church of England Primary School

Job Description: Teaching Assistant



School: Egerton Church of England Primary School
Grade: Kent Range 3
Responsible to: Class Teacher and Headteacher

Purpose of the Job:

To work with teachers to support teaching and learning enabling the teacher to implement the curriculum and respond to all pupils' needs.

To provide general and specific assistance to all pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time promoting inclusion of all pupils and encouraging the pupils towards independence and accepting responsibility for their own behaviour.
2. Support pupils to understand instructions.
3. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and engage with.
4. Encourage pupils to interact with each other in an appropriate and acceptable manner.
5. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
6. Support pupils' social and emotional well-being, reporting problems to the teacher as appropriate.
7. Support children's learning through play.
8. Set a good example in terms of dress, punctuality and attendance.
9. Set high standards and expectations in terms of work ethic and behaviour.
10. To implement, supervise and support agreed learning activities/intervention programmes, adjusting activities according to pupils' responses/needs under the direction of the teacher.
11. To provide, through oral and/or written communication, feedback in relation to progress and achievement of individual children, as directed by the teacher.
12. To undertake playground and dinner hall supervision, engaging with the pupils during the mid-morning and lunchtime breaks according to an agreed rota and to deal with poor behaviour, where necessary, reporting difficulties to a member of the teaching staff and logging major incidents according to the school's behaviour policy.
13. Work under the direction of the teacher to prepare and organise resources and an effective learning environment including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

14. To prepare work and activities in advance of the lesson (within employed hours) so that all pupils are able to participate safely and effectively during the planned activities.
15. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
16. To assist the teacher by providing feedback on pupils' responses to learning activities through observation and planned recording of achievements against the pre-determined learning objectives.
17. Invigilate exams and tests.
18. Assist with pupils' personal needs including dressing, eating and promoting the importance of hygiene, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
19. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
20. Assist with pupils on therapy, nurture or care programmes, designed and supervised by a therapist / teacher.
21. To take part in training activities offered by the school and the county to further knowledge.
22. To supervise pupils on visits, trips and out of school activities as required.
23. Be aware of school plans, policies and procedures, especially Health and Safety and Child Protection
24. To take a flexible approach to their work, being willing to support colleagues.
25. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
26. To use KLZ daily to read emails, keep up to date with teachers' planning, be aware of calendared events and staff announcements.
27. Share good practice with colleagues to provide consistent and effective support in line with the requirements and responsibilities of your role.

Personal Responsibilities:

1. To develop curricular knowledge as required by the school.
2. To communicate through written feedback the progress and behaviour of the pupils.
3. To provide consistent and effective support in line with the requirements and responsibilities of your role.

This Job description will be reviewed annually or when the requirements of the post change.

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.

For KCC purposes this post has been rated as DMA Level 1

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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.

	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