



'On a voyage of discovery: flourishing in God's love'

Job Description: Teaching Assistant

Name:

School: Wittersham Church of England Primary School

Grade: Kent Range 3

Responsible to: Line Manager Headteacher and SENCO

Purpose of the Job:

- To impact positively on children's progress.
- 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 skill 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 behaviour in line with school policies by the use of praise and encouragement.
6. Support pupils in 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 supervision to an agreed rota
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 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.

Respect

Kindness

Self-Worth/Perseverance

Forgiveness

Love



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16. To assist the teacher by providing feedback on pupils' responses to learning activities through observation and planned recording of achievement against the predetermined learning objectives.
17. Invigilate exams and tests if appropriate.
18. Assist with pupils' personal needs including dressing, eating and promoting the importance of hygiene, as well as help the 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 KCC 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 & Safety and Child Protection.
24. To take a flexible approach to their work, being willing to support colleagues.
25. To liaise regularly with the headteacher and /or take part in planning meetings, inset days and any other meetings as required.
26. To use KLZ daily read emails, keep up to date with teacher's 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 requirement and responsibilities of your role.

This job description will be reviewed annually or when the requirement 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 – Additional Needs – 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.

	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths grade C or equivalent.	Level 1 or 2 Diploma (or equivalent) with proficient practical skills. Paediatric First Aid Qualification
EXPERIENCE	Previous experienced of working with children	Has experience of working with pupils with SEN. Experience of supporting others with medical support.
SKILLS AND ABILITIES	Numeracy and literacy skills Basic IT skills Patience, openness and the motivation to learn and develop. 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	Ability to adapt and refine learning to suit pupil needs. Ability to deliver targeted interventions to support pupil development
KNOWLEDGE	An understanding of health and safety and child protection procedures.	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality