



## Ramsgate Holy Trinity C.E. Primary School

### Job Description – Teaching Assistant

**Hours:** Up to 30 hours a week Term time only (39 weeks to include staff development days)

**Grade:** KR3 (£21,293 FTE)

**Responsible to:** Headteacher

To support the teacher in the delivery of the Primary or EYFS Curriculum to our pupils, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which children make excellent progress.

#### Main Duties

- To support individuals and groups to help them learn, including those with additional needs (learning or medical).
- To establish an effective and purposeful learning environment in partnership with the teacher and other colleagues.
- To support the teacher in assessing the needs of individual children.
- To observe, record and share information on pupil performance and development.

#### Other Key Aspects of the role:

- To assist in creating materials for curriculum delivery and display.
- To lead and facilitate group activities.
- To lead one- to-one teaching and intervention.
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour difficulties.
- To assist with behaviour management within and outside the classroom.
- To work with the classroom teachers to implement Individual Education Plans and develop resources for pupils who have: English as a second language, speech or language impairments or behaviour that interferes with learning and relationships.
- To assist pupils' social development, progress and achievement outside the classroom.
- To assist the class teacher with the education and well-being of the children.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

#### Wider School Support

- To play an active role in the wider life of the school and promote our Christian values of Faith, Love and Hope at all times.
- To supervise pupils in the playground, dining hall when directed.
- To assist with therapy eg: physical, occupational or language.
- To maintain pupil and family confidentiality.
- To attend regular meetings and training as required.
- To communicate and liaise with staff, pupils, parents, governors and other members of the local community as appropriate.
- To be first aid trained
- Assist with pupils' personal needs 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).

## TA Personal Specification

| Essential Criteria   | Desirable Criteria   |
|--|--|
| <ul style="list-style-type: none"> <li>— The ability to create a happy, challenging and effective learning environment.</li> <li>— Helpful, positive, calm and caring nature.</li> <li>— Excellent speaking and listening skills.</li> <li>— Understanding of safeguarding and child protection procedures.</li> <li>— A thorough understanding of what constitutes effective teaching and learning.</li> <li>— An understanding of effective monitoring, evaluation and assessment.</li> <li>— An understanding of effective practice in teaching all aspects of Primary Curriculum.</li> <li>— Understand when and how to seek advice and support.</li> <li>— Adaptable and resourceful to meet new challenges - have a flexible and positive approach to challenge and change</li> <li>— Relevant KS1/KS2 experience</li> <li>— Experience of working with/ or developing links with Parents and other outside agencies.</li> <li>— Skills</li> </ul> | <ul style="list-style-type: none"> <li>— NVQ L3</li> <li>— First Aid trained</li> <li>— Relevant Primary/ EYFS experience</li> </ul> |
| <p><b>Skills</b></p>   |  |
| <ul style="list-style-type: none"> <li>— Well-developed interpersonal skills - the ability to communicate effectively orally and in writing to a range of audiences.</li> <li>— Able to plan, organise and prioritise.</li> <li>— Able to manage good communications systems.</li> <li>— The ability to enthusiastically and loyally promote the school's vision through behaviour, words and actions.</li> <li>— The ability to make decisions, in consultation with the Class Teacher, Headteacher, Senior Leadership Team, Wider Leadership Team, Staff, Parents and the wider community as appropriate</li> <li>— The ability to be proactive</li> <li>— Competent in the use of ICT.</li> </ul>   |  |

This post is subject to an enhanced Disclosure and Barring Check.