

Mrs Kelly Burlton-Headteacher
Mrs Caroline Ridley-Assistant Headteacher
Miss Charlie Owen-SENCO



High Halden CEP School
Church Hill
High Halden
Kent
TN26 3JB

www.high-halden.kent.sch.uk
office@high-halden.kent.sch.uk

01233 850285

'Rooted in God, we grow together'

Job Description

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.

Key duties and responsibilities:

- Ø Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Ø Support pupils to understand instructions support independent learning and inclusion of all pupils
- Ø Support the teacher in behaviour management and keeping pupils on task
- Ø Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Ø Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.
- Ø Supervise whole classes for short periods of time ·
- Ø Take into account the pupils' Special Educational Needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials and use of data ·
- Ø Build and maintain successful relationships with pupil, treat them consistently, with respect and consideration ·
- Ø help reinforce and promote independent learning and social skills by supporting pupils in groups

Generosity

Respect



Wisdom

Trust

Hope

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- Ø Support the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
- Ø Take every opportunity to develop pupils' language, reading, mathematics and related skills as directed by subject specific teachers
- Ø Help keep children on task by giving them individual attention where necessary and help them to become successful learners
- Ø Comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- Ø Ensure that all duties and services provided are in accordance with school policy
- Ø Attend relevant school meetings as required
- Ø Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Teaching Assistants in this role may also undertake some or all of the following:

- Ø Record basic pupil data
- Ø Support children's learning through play
- Ø Assist with break-time/lunch-time supervision including facilitating games and activities
- Ø Assist with escorting pupils on educational visits
- Ø Support pupils in using basic ICT
- Ø Invigilate exams and tests
- Ø 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

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appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

- Ø Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
- Ø Carry out other roles and tasks as requested by the headteacher that are commensurate with salary grade

These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade

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.

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Person Specification

At High Halden Church of England Primary School, we are dedicated to appointing the best possible candidate. Teaching Assistants at High Halden will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholder.

Our Teaching Assistants will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

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

	Essential	Desirable
<u>Qualifications</u>		
NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	✓	
Minimum of Level 2 qualification in English and Mathematics.	✓	
<u>Experience</u>		
Working with or caring for children.	✓	
Experience working within a school setting		✓

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Experience of delivering specific intervention programmes.		✓
Understanding of how to monitor and track the progress of pupils		✓
Understanding of how, as an adult in an education environment, you can create a culture of high expectations	✓	
An understanding of the complex lives that some young people lead	✓	
Understanding of safeguarding	✓	
Ability to overcome communication barriers with children and adults	✓	
Knowledge of the National Curriculum.		✓
Sound understanding of phonics		✓

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Personal attributes		
Demonstrably professional, honest and loyal	✓	
Flexible and open to continuous change	✓	
A commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to work creatively and collaboratively	✓	
Excellent communication skills (including written, oral and presentation skills)	✓	
Proven ability to think both strategically and creatively	✓	
Commitment to our pupils and their learning, wellbeing and safety	✓	
Ability to work effectively within a team	✓	

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Committed to equality	✓	
Able to build and maintain successful and purposeful relationships	✓	

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