



**Kent County Council**

**Job Description:** Teaching Assistant

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**School:** Langafel CE Primary School

**Grade:** KR3

**Responsible To:** Deputy Headteacher

**Purpose Of The Job:**

1. To provide nurture and carefully planned support to our most vulnerable pupils in line with our school Thrive approach
2. To deliver interventions and class-based support to enable pupils to work towards independent access to learning. To assist the teacher in the management of pupils and the classroom
3. To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils

Work may be carried out in the classrooms or outside the main teaching area.

NB: Precise duties will vary according to location within the school

**Key Duties And Responsibilities:**

**Teaching and learning**

- Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, AEN team, and class teachers
- Assist in the implementation of personalised and provision plans towards individualised targets for pupils and help monitor their progress
- Provide appropriate resources including technology to enable pupils to follow instructions and access learning
- Provide nurture for individual pupils inside and outside the classroom based on the Thrive approach to enable them to fully participate in activities
- Complete provision maps where necessary measuring the impact of specific interventions
- Be familiar with National Curriculum and Foundation Stage profile levels and use these to evidence progress in learning within intervention groups
- Work with other professionals, such as speech therapists and occupational therapists, as necessary and report on progress
- Assist class teachers with maintaining pupil records including observations and assessments

**Administrative duties**

- Prepare and present displays of pupils' work.
- Support class teachers in photocopying, organisation of resources including technology, organising trips and other tasks in order to support teaching and learning
- Undertake other duties from time to time as the Head Teacher requires



### **Standards and quality assurance**

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend Teaching Assistant meetings and weekly phase meetings in year group teams
- Undertake professional duties that may be reasonably assigned by Head Teacher
- Be proactive in matters relating to health and safety

### **Other duties and responsibilities**

- Provide support during the lunchtime period
- Attend a proportionate number of staff development days as required
- Undertake playground duties and first aid duties during some playtimes
- Take responsibility and keep records of your own personal development
- Contribute to meetings and discussions to co-ordinate the work of the school as a whole
- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunity policies
- Take responsibility for the health and safety of yourself, your colleagues, pupils and visitors
- Uphold the principles of safeguarding and promoting the welfare of children
- Assist with escorting pupils on educational visits



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**Person Specification: Teaching Assistant**

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 1 or 2 Diploma (or equivalent) with proficient practical skills</li><li>• Paediatric First Aid training would be an advantage</li><li>• Willing to work towards a level 3 Diploma (or equivalent) in supporting teaching and learning</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experienced of working with children</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Numeracy and literacy skills</li><li>• Computer literacy skills</li><li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly</li><li>• Good influencing skills to encourage pupils to interact with others and be socially responsible</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding or a willingness to undertake training of our whole school Thrive approach to support social and emotional development</li><li>• Requires knowledge and procedures for supporting and leading learning activities</li><li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</li></ul>