Job Description and Person Specification: Teaching Assistant

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| **Grade:** | **Kent Range 4** |
| **Responsible to:** | **Class teacher**  Hours: 8.30am – 3.30pm. Monday – Friday. (Term time only)  Salary: Kent Scheme 4 (pro rata) |

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or child (ren) with specific learning needs.

**Key duties and responsibilities:**

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants in this role are expected to undertake at least one of the following:
8. Provide specialist support to pupils where English is not their first language
9. Provide specialist support to gifted and talented pupils
10. Provide specialist support to all pupils in a particular learning area (e.g. ICT, English, Maths National Curriculum subject).
11. Provide specialist support to one or more pupils with specific learning needs including physical care, emotional and behavioural challenges.

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

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Supervise the work of other support staff/trainees.
3. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
4. Escort and supervise pupils on educational and out of school activities.
5. Guide and support pupils in their personal, emotional and social development.
6. Prepare and present displays.
7. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
8. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
9. Work with pupils not working to the normal timetable.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Excellent maths and English skills, equivalent to good pass at GCSE maths and English (grade C / 5 or above)   And one or more of the following:   * NVQ level 2 or 3 in Early Years and Child Care Development or Supporting Teaching and Learning or a similar, relevant qualification * Teaching Qualification * First degree and an ambition to teach in the future * Successful experience as a Teaching Assistant with excellent references |
| **EXPERIENCE** | * Successful relevant experience of working with children. |
| **SKILLS AND ABILITIES** | * Have necessary skills to manage and supervise groups safely and be able to use a range of strategies to deal with pupil behaviour. * Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. * 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** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |
| **PERSONAL QUALITIES** | * Personal Christian faith or strong desire to support the Christian ethos of this Church of England Primary School * A sense of humour and fun * ‘Can-do’ positive attitude * Flexible and calm * Ability to see opportunities where others might see barriers * An effective communicator with pupils, parents, the wider community and colleagues * Possess good organisational skills and be reliable in fulfilling commitments * Possess professional confidence and be able to work independently * An ability to accept responsibility for planning and sustaining his/her own professional development. * Be keen and able to participate fully in the life of the school community including contributing to out of hours activities * Bring new interests, skills or gifts about which you are passionate and wish to use in your workplace |