**Monkton C of E Primary School**

**Job Description: Teaching Assistant (KR4)**

|  |  |
| --- | --- |
|  |  |
| **Grade:** | **Kent Range 4** |
| **Responsible to:** | **Class Teacher / Inclusion Leader/SENCo** |

PURPOSE OF JOB

* To work with teachers as part of a professional team to support teaching and learning for all pupils including those with SEND. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities
* Support/lead groups to ensure the children attain the targets set for them by their class teacher.
* To contribute towards the accelerated progress of children who are vulnerable, enabling them to reach their full potential.
* Use data and assessment to ensure maximum impact is achieved through their provision groups.
* Regularly inform and contribute towards the provision maps for the classes they are working with.
* Communicate effectively with class teachers on planning, teaching and assessment.

KEY DUTIES AND RESPONSIBILITIES

* Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Support the teacher in monitoring, assessing and recording pupil progress/activities
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
* Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
* Understand and support independent learning and inclusion of all pupils as required.

PRINCIPAL ACCOUNTABILITIES

* Ensure you are aware of and are working at the TA standards published 2012.
* Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
* Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils’ progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
* Undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the learning programmes.
* Take children individually or in small groups to complete learning programmes as directed by the class teacher or Inclusion Leader/SENCo.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
* Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

ESSENTIAL SKILLS AND EXPERIENCE

* Good standard of general education together with good numeracy and literacy skills.
* Previous experience of working with children.
* Use basic technology (computer, video, photocopier)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* 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.

SCOPE FOR IMPACT

**Teaching Assistants provide support to teachers to ensure learning is maximised at all times.**

**TAs contribute to pupils’ learning and will have a significant impact on pupils’ achievement.**

JOB CONTEXT

TAs will be expected to work effectively with individual pupils / small groups / whole class under the direction and supervision of a Class Teacher or SLT.

They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.

TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

Required to supervise a class for short periods to cover a Class Teacher.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

TEACHING ASSISTANTS MUST UNDERTAKE THE FOLLOWING

* Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
* Update pupil records
* Assist with break-time supervision including facilitating games and activities
* Assist with escorting pupils on educational visits
* Support pupils in using basic ICT
* Undertake moving and handling activities as required.
* Attend to 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)
* Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher