

# Job Description

**Post:** Teaching Assistant

**Salary:** Kent Range 3

**Responsible to:** Class Teacher

## 1. PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

## 2. PRINCIPAL ACCOUNTABILITIES

- 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.
- Provide clerical/admin support (e.g. typing, photocopying, displays etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
- 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 fulfil its development plans etc.

- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

#### 4. EXPERIENCE

- Good standard of general education together with good numeracy and literacy skills.
- Previous experience of working with children
- Phonics knowledge is desirable
- 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.

#### 5. JOB CONTEXT

- TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. 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.
- 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.
- From time to time, any other reasonable task as directed by the Headteacher which falls within the purview of the post.

# Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>To be able to demonstrate levels of Numeracy and Literacy equivalent to GCSE grade C or higher</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Working with children</li> </ul>	
Knowledge and Understanding	<p><i>To have knowledge and understanding of:</i></p> <ul style="list-style-type: none"> <li>TA requirements and standards</li> <li>Relevant policies, codes of practice and legislation including safeguarding</li> <li>Behaviour management strategies</li> <li>The National Curriculum</li> <li>Whole school initiatives and strategies</li> </ul>	<ul style="list-style-type: none"> <li>Phonics knowledge</li> <li>Previous experience in an educational setting</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Be able to support the teacher in planning effective activities;</li> <li>develop their knowledge through the evaluation of their own learning needs;</li> <li>work independently and as part of a team</li> <li>Calm under pressure and able to adapt to change quickly</li> <li>Communicate effectively with parents</li> <li>Maintain appropriate professional boundaries with children, parents and staff</li> <li>Maintain appropriate levels of confidentiality</li> </ul>	

