



**Ospringe CE Primary School**  
**Job Description: Teaching Assistant**



<b>Post Title:</b>	Teaching Assistant	<b>Pay Scale:</b>	Kent Range 3
<b>Responsible to:</b>	Headteacher and SENCO	<b>Salary:</b>	£21,293 Pro-rata

**Details of role**

**Purpose:**

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:**

- To work under the direction and guidance of the Head Teacher, SENCo and class teacher to assist in the educational and social development of pupils.
- To liaise with the class teacher and SENCo in order to maximise efficiency and effectiveness and positively contribute to the student's welfare.
- To support children within a range of learning environments in order to promote each child's intellectual, physical, social, emotional and spiritual development.
- If working 1:1, to be aware of and implement children's care plans; this involves promoting a caring environment and the provision of a high standard of care including toileting, assisting a child with personal hygiene.
- To promote the inclusion and acceptance of all children.
- To provide the necessary pastoral care to enable children to feel secure and happy.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Implement children's Provision Plans, as written by the SENCo and teachers. This includes monitoring the progress of children educationally and/or socially.
- To support individual children within a group or class to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class. Assist teacher with observation and monitoring of the progress of the children, keeping accurate records, in order to ensure documentation of all interventions with the children.

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- To deliver individual programmes devised by other professionals, e.g. speech therapists, physiotherapists, occupational therapists, as necessary. To assist pupil in the development of skills as targeted within the individualised programme.
- Participate and supervise pupils in off-site activities as directed by the head teacher, SENCo and/or class teacher, e.g. educational trips, walks etc. Supervise in PE lessons and at playtime to ensure the continued safety of the children.
- Maintain high standards of safety and observe good practice in relation to health and safety issues.
- Be aware of and pro-actively observe all school policies.
- Such other duties as the class teacher, SENCo or head teacher may from time to time require.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

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