



Chartham Primary School

CEO: Mr D Jones BA (Hons), NPQH
Headteacher: Mr J Noble BA (Hons)

Chartham Primary School

Job Description

Job Title:	Teaching Assistant
Directorate:	Education
Grade:	KR3
Salary:	£21,293 (pro-rata), 39 weeks per year
Contract:	Part time 32.5 hours per week, 8:30am – 3:30pm Mon – Fri
Responsible to:	Inclusion Manager/ Headteacher

Purpose of the Job:

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:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Shalmsford Street, Chartham, Kent, CT4 7QN Telephone: 01227 738225
Email: cpsoffice@inspiraacademy.co.uk Web: www.charthamprimary.org.uk

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

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist with 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).
8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.

Footnote:

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification is stated on the next page.





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Person Specification – Teaching Assistant

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	Previous experience of working with children
SKILLS AND ABILITIES	Numeracy and literacy skills Basic IT skills 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.
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

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