Kent County Council

**Job Description: Teaching Assistant**

**School: Ellington Infant School**

**Grade: Kent Range 3**

**Responsible to: Class teacher, Headteacher and SENCO**

**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 under the guidance 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.

6. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**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/ lunch-time supervision including facilitating games and activities.

4. Assist with escorting pupils on educational visits.

5. Support pupils in using basic ICT.

6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

7. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

8. Contribute to the overall ethos/work/aims of the school.

9. Appreciate and support the role of other professionals.

10. Attend relevant meetings as required

11. Participate in training and other learning activities and performance development as required.

12. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

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**Person Specification: Teaching Assistant**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

**CRITERIA**

**QUALIFICATIONS**

* Knowledge and skills equivalent to national qualifications level 3.

**EXPERIENCE**

* Previous experienced of working with children.

**SKILLS AND ABILITIES**

* Numeracy and literacy skills (GCSE or equivalent)
* 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.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
* Demonstrate professional conduct (in line with the school values) both in and outside the classroom.

**KNOWLEDGE**

* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

**MOTIVATION**

* Willingness to undertake further training/development opportunities.
* Willingness to be flexible.
* Supportive of schools values and ethos.