



The Federation of Goodnestone and Nonington Church of England Primary Schools

Job Description for Teaching Assistant



Teaching Assistants in the Federation of Goodnestone & Nonington CE Primary Schools support the schools' vision to be an "Inclusive learning community, rooted in God".

Teaching Assistants make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct.

Grade: Kent Range 3

Purpose of job

- To actively promote and contribute to the federation's Christian vision.
- Support the class teacher in the teaching and welfare of all children to ensure they attain and achieve of their best.
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

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 to meet their learning objectives.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their learning objectives.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher.
- Contribute to delivering learning opportunities planned by the class teacher.
- Undertake monitoring and assessment under the direction of the class teacher.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher.
- To supervise pupils during the lunchtime period to ensure their wellbeing and maintain their safety.
- Supervise a class if the teacher is temporarily unavailable
- Be aware of and comply with all school policies and procedures especially those 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, values and aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake any other relevant duties given by the class teacher

Behaviour

- Use effective behaviour management strategies consistently in line with the school's relationships policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Professional development

- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths ● First-aid training, or willingness to complete it
Experience	<ul style="list-style-type: none"> ● Experience working in a school environment or other educational setting ● Experience working with children / young people ● Experience planning and delivering learning activities <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working with Children with SEND, including ASC, ADHD, SEMH needs
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly using ICT to support learning ● Understanding of roles and responsibilities within the classroom and whole school context ● Knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2024

Next review date: September 2024

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____