



Job Description: Teaching Assistant [General-Class Based]

School:	Bromstone Primary School
Grade:	Kent Range 3
Hours:	31.25 hours
Contract:	Part time
Responsible to:	Phase Leader / Inclusion Manager

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.

To provide support for social, emotional and mental health needs of individual / groups, using nurture group approaches.

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.
6. Record basic pupil data.
7. Support children's learning through play.
8. Assist with break-time supervision including facilitating games and activities.
9. Assist with escorting pupils on educational visits.
10. Support pupils in using basic ICT.
11. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, whilst encouraging independence, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
12. Support extra curricular School Activities and Clubs as required.
13. The school is committed to safeguarding and promoting the welfare of the young people in its care and all posts are subject to an enhanced CRB disclosure.

Person Specification: Teaching Assistant [General-Class Based]

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	<ul style="list-style-type: none">• Desirable - Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with children.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• 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.• Strong emotional intelligence.• Flexible, adaptable and hardworking.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.