

# St Michael's C of E Infant School, Maidstone



**Job Description:** Teaching Assistant

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**Grade:** Kent Range 3  
**Responsible to:** Line 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 act as a breakfast club team member.

## **Key duties and responsibilities:**

1. To work closely with the class teacher to provide learning support for individuals or groups of children within the classroom environment or in withdrawal groups.
2. To communicate with the class teacher to understand the learning objective for each group/individual session.
3. To observe and monitor the performance of pupils whilst working with them, and provide verbal and/or written feedback to the teacher
4. To provide practical support for the class teacher in the preparation and organisation of resources for activities.
5. To assist the teacher in the creation of an effective and stimulating learning environment.
6. To assist in the clearing away of activities to support the teacher in the efficient organisation and management of the classroom.
7. To support the use of ICT in the classroom.
8. To contribute to the management of pupil behaviour through the school behaviour policy.
9. To promote positive behaviour patterns, raise pupil self-esteem and encourage independence in pupils to assist their educational and emotional development.
10. To supervise pupils at playtime on a rota basis including facilitating games and providing basic first aid cover
11. Support pupils health and medical needs
12. Assist with escorting pupils on educational visits offsite
13. To develop and maintain effective working relationships with other professionals in the school.
14. To develop own professional practice through participation in in-service training, including attending occasional staff meetings where appropriate
15. Such other duties as requested by the Headteacher or class teacher from time to time.

## **Person Specification: Teaching Assistant**

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 3 Teaching Assistant Qualification or equivalent</li><li>• Specific SEN training and/or qualifications</li><li>• Maths and English GCSE Grade C or equivalent</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working as a Teaching Assistant in KS1</li><li>• Working with children with EAL and/or SEN</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Basic IT skills</li><li>• Good written and spoken English</li><li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li><li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li><li>• An ability to work flexibly and adapt to change</li><li>• A caring attitude towards children and a positive approach to the management of behaviour</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</li><li>• An understanding and interest in Primary Education</li></ul>