

## West Borough Primary School Job Description



<b>Job Title:</b>	Teaching Assistant
<b>Reports to:</b>	Class Teacher/Leader of Learning
<b>Line Manager:</b>	Leader of Learning
<b>Current Grade:</b>	Kent Scheme B
<b>Core hours of work:</b>	08:30 – 15:30 with 30 minutes for lunch

### **Purpose of the Job:**

- To work with teachers as part of a professional team to support teaching and learning for pupils, including those with SEND.
- To provide learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities
- Where appropriate, provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP).

### **Key duties and responsibilities:**

- Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.

### **Teaching Assistants may also undertake some or all of the following:**

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time/lunch-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.
- Attend to 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)
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

- Engage in CPD

### **PPA/Class cover (KSD)**

If agreed:

- Organise and manage an appropriate learning environment using teaching and learning objectives to deliver challenging lessons/work plans as appropriate, under agreed systems of supervision, to ensure pupils development, progress and attainment.
- Deliver learning activities to pupils, adjusting activities according to pupils' needs and selecting/preparing necessary resources to lead learning activities, providing feedback in order to support pupils' learning.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.

As a member of staff, all Teaching Assistants will have responsibility for the consistent implementation of the school's policies and procedures, including Child Protection and Health and Safety requirements

### **Personal Specification/ Necessary Experience**

To be able to demonstrate;

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literature skills.
- Previous experience (1-2 years) of working with children.
- Awareness of [Teaching Assistant Standards](#)
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Empathy and understanding with pupils of all ages
- Excellent behaviour management strategies
- Excellent organisational and inter-personal skills
- Effective positive working relationships with staff to ensure pupils' needs are met
- Systematic and methodical approaches to monitoring provision and record keeping
- Ability to work on own initiative
- Understanding of the basic principles of assessment for learning

### **Organisation:**

The post holder will;

- Be directly line managed by the class teacher or designated member of staff.
- Be required to support teaching and learning activities to individual pupils and groups of pupils
- Carry out lunchtime duties as required by the school
- Support class teachers in identified administration tasks such as collecting money, putting up displays, photocopying and preparation of resources.