

**Job Title:** Teaching Assistant  
**Location:** Hever CE Primary School  
**Pay Grade:** Kent Range KSA  
**Contract type:** This will initially be a one year fixed-term contract.

### **JOB CONTEXT**

Teaching Assistants (TAs) will be expected to work effectively and within safeguarding guidelines under the direction and supervision of a class teacher. They will work with class teachers to raise the learning and attainment of pupils, promoting pupils' independence, self-esteem and social inclusion.

TAs will give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

TA's would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to the teacher and other professionals as required.

### **PURPOSE OF JOB**

Support the class teacher in the teaching, learning and wellbeing of pupils to ensure they attain the targets set. Implement structured learning activities/teaching programmes and support pupils and groups of pupils in accessing learning activities under the guidance of the class teacher and/or SENDCO.

### **SCOPE FOR IMPACT**

TA's in schools make a strong contribution to pupils' learning and achievement. TA's provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.

### **KEY DUTIES AND RESPONSIBILITIES**

- Promote the safety and well-being of pupils. Be aware of and compliant with current safeguarding guidance, promoting the safety and wellbeing of pupils by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Contribute to a safe, purposeful and stimulating environment that demonstrates an in-depth understanding of the Early Years curriculum and promotes independence and engagement.
- Set high expectations for all pupils regardless of starting points, which inspire, motivate and challenge children.
- Collaborate effectively with colleagues and other professionals within and beyond the school to support the progress of all pupils, including those with special educational needs and disabilities.
- Communicate high expectations of behaviour, promoting self-control and resilience, to maintain good order and promote a safe and positive learning environment.
- Assess and monitor children's learning, contributing to formative and summative assessment to inform weekly and termly planning for individuals and groups.
- Foster good relationships and effective communication between home and school.
- Provide admin support (e.g. photocopying, display, etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety, e-safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Participate in the school's annual performance management procedure.

### **NECESSARY EXPERIENCE**

- Good standard of general education (including NVQ level 2 in supporting teaching and learning or equivalent) together with good numeracy and literature skills to GCSE or equivalent.
- Use basic technology (computer, video, photocopier)

- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- 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.
- First Aid qualification would be an advantage.

### **OTHER RESPONSIBILITIES**

Above all you need to be responsive to children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative and innovative school setting.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. A satisfactory enhanced DBS and other employment and safeguarding checks are essential. The candidate must be committed to equality and diversity in employment practice and service delivery.

Safeguarding training must be undertaken by all staff.

The highest standards of confidentiality must be maintained at all times.

Any other task – as requested by the Headteacher which shall be deemed to fall within the general boundaries of the post.