



## Job Description

---

**Job title:** Teaching Assistant  
**Reports to:** Class Teacher/Vice Principal  
**Location:** Leigh Academy Bearsted

### Job purpose

To support the class teacher in the teaching and welfare of children to attain the targets set within the National Curriculum/Early Years Foundation Stage or Individual Education Plans.

### Principal duties and responsibilities

- To provide teaching support in small groups and where necessary work with individual pupils to the highest standards.
- Assist the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Assist the teacher in monitoring progress in keeping with academy procedures and maintain special needs records as required.
- To assist teachers in day to day classroom duties as required e.g. with preparation of the classroom, material and displays to ensure outstanding teaching.
- To undertake specific duties identified by the class teacher.
- Reinforce the behaviour policy and aim to raise self-esteem and encourage independent working.
- To assist with pupils who are unwell and provide basic first aid cover to the children on a rota basis at break times.
- To participate in in-service training and attend staff meetings when appropriate.
- To maintain a positive, supportive attitude within a team, to implement agreed academy policies, aims and objectives and to promote the school ethos.
- To do playground duty on a rota basis at break times.
- To be a trained first aider.
- Work with other professionals, such as Speech Therapists and Educational Psychologists, as necessary.
- Undertake other duties from time to time as the Principal requires.
- Set an excellent example in terms of dress, punctuality and attendance.

### Person Specification

- Have experience of working with children with special educational needs in a primary school setting
- Have GCSE, 'O' Level or equivalent qualifications in Maths and English.
- Have experience working with children in Primary.
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children, particularly those who find learning and managing their behaviour difficult.
- Have training in aspects of SEN, i.e. ELSA, dyslexia.

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, Vice Principal or Principal.
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
- Motivate pupils to learn.
- Motivate pupils to be sociable.
- Assist with the organisation of the learning environment.
- Maintain accurate records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children who find conforming to rules and expectations difficult.
- Have patience and be flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.