



## LITTLEBOURNE CE PRIMARY SCHOOL

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Headteacher: Simon Hillier

### Job Description – Teaching Assistant

#### 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 and guidance of the classroom teacher.
- Key Duties and responsibilities
- Work with individuals or small groups of pupils in the classroom under guidance of teaching staff and feedback to the teacher
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- Support the teacher in consistent, positive behaviour management and keeping pupils on task
- Prepare and clear up learning environment and resources including photocopying, filing and the display and presentation of pupil's work and contribute to maintaining a safe environment.
- Administer basic first aid
- Attend appropriate in-service training
- Maintain confidentiality and discretion in relation to information about children and school life and show regard to the school's Child Protection Policy.
- Attend Teaching Assistant Meetings
- Supervise individuals and groups of pupils throughout the day including supervision in the classroom, playground and dining areas (when required)

Teaching Assistants **MAY** also undertake **SOME or ALL** of the following:

- Escort and supervise pupils on educational and out of school activities including after school clubs
- Guide and support pupils in their personal, emotional and social development
- Be involved in planning, organising and implementing personalised plans and, when required, to attend reviews.
- Work with pupils not working to the normal timetable

- Administer medication in accordance with an agreed plan under the direction of healthcare practitioner and following appropriate training
- Undertake moving and handling as required.
- When needed, attend to pupils personal needs including toileting, hygiene, dressing, eating, as well as help with social, welfare and health matters reporting problems to the teacher as appropriate
- If working with a child with additional and/or complex needs (1:1 support)
- Provide learning activities for individuals under the professional direction of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the allocated pupil.
- Assess, record and report on development, progress and attainment as agreed with the teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

### **Person Specification**

- GCSE (or equivalent) at least C grade in English and Maths
- TA qualification (an advantage but not essential)
- Recent and Successful relevant experience of working with primary aged children (desirable)
- Confident and Competent ICT skills
- Experience with working with ASD, ADHD children (an advantage)

