Lightyear Federation

Caring, Dreaming, Thinking Bigger

Job Description: Teaching Assistant KR4

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| **Grade:** | **Kent Range 4** |
| **Responsible to:** | **Deputy Head** |

**Purpose of the Job:**

To work with colleagues supporting teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher. To contribute to pupils’ learning and have significant impact on pupils’ achievement.

**Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of the class teacher and provide feedback to assist with assessment.
2. Support pupils to understand instructions, support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. To assist Class Teachers with preparing and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
6. Undertaking all duties in line with the policies of the federation, including those surrounding equality and raising attainment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Recording basic pupil data, assisting colleagues to develop short term targets and evaluating pupils progress against these.
2. Support children’s learning through play, assisting with recreational supervision including facilitating games and activities.
3. Assist with escorting pupils on educational visits, providing care, supervision and support for their learning and welfare.
4. Support pupils in using basic ICT, whilst ensuring consideration of Online Safety and Acceptable Use of Technology Policy.
5. Invigilate exams and tests as required.
6. Assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the class teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
7. Assist with pupils on therapy or care programmes, designed and supervised by a therapist or class teacher.
8. To provide 1:1 support to designated pupil, ensuring awareness of their personalised plans, recording progress against these.
9. Undertaking training as appropriate to the nature of the post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Teaching Assistant KR4

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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical skills. |
| **EXPERIENCE** | Previous experienced of working with children |
| **SKILLS AND ABILITIES** | Ability and commitment to implement the federation’s ethos, acting as a positive role model for children, families and the wide community  Numeracy and literacy skills  Basic IT skills  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 |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |