



## Job Description: Teaching Assistant

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**School:** St Eanswythe's CE Primary School

**Grade:** Kent Range

**Responsible to:** Line Manager

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

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

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

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants in this role are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils where English is not their first language
  - b. Provide specialist support to gifted and talented pupils
  - c. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

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

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
2. Provide short term cover supervision of classes
3. Supervise the work of other support staff/trainees
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources
5. Invigilate exams and tests
6. Escort and supervise pupils on educational and out of school activities
7. Guide and support pupils in their personal, emotional and social development
8. Prepare and present displays
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
11. Work with pupils not working to the normal timetable.



## Person Specification: Teaching Assistant

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Level 2 Diploma (or equivalent)</p> <p>Requires knowledge and procedures for supporting and leading learning activities in a specialist area.</p> <p>Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience</p>
<b>EXPERIENCE</b>	<p>Successful relevant experience of working with children</p>
<b>SKILLS AND ABILITIES</b>	<p>Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour.</p> <p>Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use</p> <p>Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.</p> <p>Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible.</p>
<b>KNOWLEDGE</b>	<p>Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</p>