



## Flourish Together Federation

# Job Description

**Post Title:** Class-Based Teaching Assistant

**Salary Range:** Kent Range A

**Location:** Based at either High Halden CEP or Woodchurch CEP – staff are not expected to work across schools but will be required to attend joint training sessions when required.

## Purpose of the Role

To work under the direct guidance and supervision of teaching staff to support teaching and learning in the classroom, providing general and specific assistance to pupils and staff. Teaching Assistants may occasionally supervise whole classes or lead short sessions to cover planned teacher release time.

## Key Responsibilities

- Work with individuals or small groups of pupils in the classroom, supporting their learning and progress under the direction of the class teacher.
- Support pupils in understanding instructions and developing independence, ensuring full inclusion in all aspects of school life.
- Assist in the development of positive behaviour and help maintain a productive learning environment.
- Foster pupils' emotional and social well-being, reporting concerns as appropriate.
- Promote good attendance by building positive relationships and encouraging engagement in school life.
- Prepare, maintain, and clear up learning environments and teaching resources.
- Record basic pupil data and observations to inform planning and assessment.
- Support pupils' access to the curriculum, including those with Special Educational Needs, using appropriate resources, adaptations, and strategies.
- Carry out targeted interventions as agreed by the class teacher or SENCO to support pupil progress.
- Encourage the development of pupils' literacy, numeracy, and communication skills, as directed by the teacher.
- Supervise pupils during break times, lunchtimes, and on educational visits.

- Assist with personal care where necessary, including toileting, hygiene, dressing, and eating.
- Support therapy or care programmes as designed and supervised by professionals.
- Supervise whole classes for short periods where required (e.g., for teacher release time or short-term absence).
- Support learning through play and structured activities, both indoors and outdoors.
- Use ICT to support pupils' learning and access to the curriculum.
- Invigilate assessments and provide general exam support when required.
- Follow all school and federation policies and procedures, including those relating to safeguarding, behaviour, health and safety, and equal opportunities.

### **Professional Expectations**

- Attend relevant school and federation-wide meetings and training (when required)
- Participate in the performance development review process.
- Take personal responsibility for continued professional development and training.
- Uphold the values and ethos of the school and The Flourish Together Federation and demonstrate commitment to its inclusive and nurturing approach to education.
- Maintain confidentiality and act with professionalism at all times.
- Carry out any other duties consistent with the role and grade, as directed by a member of the Senior Leadership team.

### **Safeguarding Statement**

The Flourish Together Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references.