

**Horsted School
Medway Council
Job Description**

Job title: Teaching Assistant – D2

Department: Education

Responsible to: Phase Leader/ Class Teacher for day-to-day supervision

Purpose

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stages.

Accountability

1. Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with EHCPs and/or children with additional educational needs in order to aid teaching in the classroom.
2. To work with the class teacher and Inclusion Leader to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
3. Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the children.
4. To prepare differentiated work/materials for pupils' use (under the direction of the teacher).
5. Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
6. Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
7. Providing lunch and play supervision, ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Headteacher or designated Leader.
8. Maintain accurate records of any inappropriate behaviour at lunchtime.
9. Assist with associated ancillary duties such as clearing up spillages with maintaining safety and security for pupils.

10. To ensure that children receive their statutory Duty of Care in a caring environment.
11. To supervise pupils in the schools premises according to agreed rotas.
12. To respect confidentiality at all times.
13. To hold regular liaison time with the class teacher / Inclusion Leader and other support staff involved in the classroom.
14. To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.
15. To take part in 'in service training' as required (i.e. attending staff meetings, development days and team/teacher/TA meetings)
16. Undertake professional development and training activities as appropriate.
17. To cover lessons and / or registrations in an emergency situation.

Organisation

Responsible to Phase Leader / Inclusion Leader

The post holder is responsible to the class teacher on daily basis.

The post holder has no direct supervisory responsibilities.

Financial Accountabilities

The post holder has no direct financial responsibilities.

Working Environment

The post will be based within the school buildings but may involve accompanying pupils and teachers on school trips.

General duties / Responsibilities

Safeguarding and promoting the welfare of children is every employee's responsibility. Everyone at Horsted School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

Person Specification

- Very good numeracy / literacy skills / GCSE Grade C (or NVQ2 equivalent) in Maths and English.
- NVQ3 or equivalent in Teaching Assistance or equivalent experience.

- Willingness to develop ICT skills related to the teaching of pupils and administration of the post.
- Previous relevant experience
- Relevant/suitable qualification or prepared to study for a further qualification.
- Excellent interpersonal skills.
- Previous experience with assisting with primary aged children
- Sympathy with Children
- Ability to work as part of a whole school team
- Commitment to supporting staff and pupils in raising standards
- Commitment to participating in the wider aspects of school life such as special events.

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.

Signed:

Post Holder

Date:

Headteacher

Date: