



1 Worrall Drive, Wouldham Kent ME1 3GE
☎: 01634 861434 Email: office@wouldham.kent.sch.uk

Headteacher : Mrs Victoria Baldwin BSc (Hons) NPQH

Job Description – Teaching assistant

Responsible to the Assistant Head for Inclusion

Hours: Part-time, Monday-Friday, Term Time only (with flexibility and the opportunity for temporary positions to become permanent.)

Purpose: To work under the direction of the Assistant Head for Inclusion and the Headteacher, providing a safe, caring and stimulating environment for children and to support the class teacher in the teaching and welfare of children.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher to assist with learning activities ensuring health and safety and good behaviour of pupils.
- Working with individual pupils who are struggling to regulate, providing nurturing activities either inside or outside of the classroom to help them to feel calm, supported and able to learn.
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop enabling inclusion of all pupils.
- Support with effective play and learning opportunities at break and lunchtimes.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Provide clerical/admin support and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Any other reasonable activity that is required under the direction of the Headteacher. Support staff in schools make a strong contribution to pupils' learning and achievement.

Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to



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pupils' learning and will have a significant impact on pupils' achievement. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Assistant Head for Inclusion and/or the Head Teacher and following consultation with you.