



Graveney Primary School

Job Description: Teaching Assistant

School:	Graveney Primary School
Grade:	KSA
Pay	£24513 KSA p.a. £7230 pro rata, £595 per month
Working hours	12:45-3:15pm Wednesday, 8:30am – 3:15pm Thursday and Friday (with 30 minutes unpaid lunch)
Working weeks	39 weeks a year
Contract Type	Fixed term to 31.08.2026 (initially)
Responsible to:	Headteacher

Purpose of the Job:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

(Roles at this level do not deliver “specified work” as defined in the guidance to Section 133 of the Education Act 2002.)

Key duties and responsibilities:

- Work with the whole class, individuals or small groups of pupils under the guidance of teaching staff and provide feedback to the pupils and teacher in order to support good pupil progress.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, Tapestry, filing and the display and presentation of pupils work and other enhancements and contribute to maintaining a safe environment.
- Adhere to all health and safety regulations
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
- Any other work requested by, and deemed appropriate by, strategic leaders

Graveney Primary School is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

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

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with children.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• 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.• Excellent communication skills with both adults and children
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Professional conduct at all times and with all staff, pupils, other professionals, visitors etc.• Able to maintain confidentiality• Flexible and responsive to change• Calm under pressure• Self-motivated and pro-active• Appropriate levels of personal presentation• Good sense of humour• Diplomatic and resourceful• Positive/can do approach• Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community
VALUES	<ul style="list-style-type: none">• Commitment to school's aims and values• Commitment to continuous personal development• Honest and reliable, displays integrity and commitment to the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family