



## **St Peter's CE Primary KSA Teaching Assistant**

**(Classroom Support / working with specific children)**

**Grade:** KSA (previously KR3)

**Responsible to:** Headteacher, SENCo, and Class Teacher

**Line Managed by:** SENCo

### **Purpose of the Role**

To work under the guidance of the class teacher and SENCo to support teaching and learning, assisting in the educational, social, and emotional development of pupils. This includes working with individuals, small groups, and the whole class to promote inclusion, positive behaviour, and a safe learning environment.

### **Key Responsibilities**

#### **Supporting Pupils**

- Clarify and explain instructions to aid understanding.
- Assist pupils in using equipment and resources effectively.
- Support independent learning and inclusion of all pupils.
- Motivate and encourage pupils, using positive feedback to keep them on task.
- Provide targeted support in weaker areas and lead small intervention groups in and out of class.
- Support pupils' social and emotional well-being, reporting concerns to the teacher and on school's safeguarding tool CPOMS.
- Assist with personal care needs (e.g., toileting, hygiene, dressing, eating) and therapy programmes under supervision.
- Promote safe interactive play and health and safety awareness in all learning environments.

#### **Supporting Teaching and Learning**

- Work with, whole class, individuals or small groups under the guidance of teaching staff.
- Assist in planning, preparation, and delivery of learning activities.
- Carry out observations and provide feedback to the teacher on pupil progress.

- Prepare and clear up learning environments, including photocopying, filing, and displaying pupils' work.
- Support behaviour management strategies consistently and effectively.
- Help pupils use ICT and other learning tools.

### **Supporting the School**

- Uphold the school's aims, values, and policies.
- Attend in-service training and participate in professional development.
- Liaise with colleagues, parents, and external professionals as required.
- Assist with break-time supervision, educational visits, PE lessons, and off-site activities.
- Administer first aid.
- Invigilate exams and tests when required.
- Such other duties as the headteacher may require.

### **Person Specification**

- **Qualifications:** Level 1 or 2 Diploma (or equivalent/working towards completing to this) with practical skills. Numeracy and literacy GCSE minimum grade 3 or equivalent adult functional skills qualification for numeracy and literacy at level 2 (or a commitment to achieve this).
- **Experience:** Previous experience working with children.
- **Skills:** Basic IT proficiency; ability to build positive relationships, have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- **Knowledge:** Child protection, health and safety, equal opportunities, and confidentiality policies.

### **Additional Notes**

This job description outlines the main duties expected of the postholder. Duties may be amended from time to time without changing the level of responsibility.