

JOB DESCRIPTION

SCHOOL:	Palmarsh Primary school
JOB TITLE	Teaching Assistant 1:1
SALARY/ SPOT POINT	Kent Range c +SEND
REPORTS TO	Headteacher/SENCO
DATE	January 2026

JOB PURPOSE

- To have a good or better impact on children's learning
- To support children with some learning difficulties
- To significantly strengthen the effectiveness of the teaching team in raising standards
- To support the physical and emotional needs of children

JOB DIMENSIONS

The Teaching Assistant will:

- Assist teacher with learning activities by
 - Understanding the learning objective and the steps to success to achieve it
 - Ensuring that questioning is effective
 - Enthusing and motivating pupils
 - Engaging actively with all groups of pupils
 - Modelling effectively
 - Preparing thoroughly
 - Being actively involved in the Assessment for Learning process
- Ensure the health and safety and good behaviour of pupils. 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.
- 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 meet their learning targets.
- Provide support for the class teacher and colleagues to ensure pupils' wellbeing, health and safety is maintained.
- Provide clerical/admin support and undertake record keeping in respect of pupil learning, Provision maps, behaviour management, child protection etc

- 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.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school 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.
- To contribute to the wider aims of the school and support the school in community based activities

Necessary Experience

- **British Sign Language Level 2**
- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills.
- Previous experience of working with children.
- Use basic technology (computer, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- 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.

Job Context

- TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required
- The post holder works in a school with a strong ethos of community involvement and will be expected to take part and contribute to community activities where possible.