



Job description: Teaching Assistant (TA)

Job details

Job title: Teaching Assistant (TA)

Salary: Kent Scheme A

Hours: 22.5 hours pw (5 mornings)

Reporting to: SENCO

Main purpose

- › Work with class teachers to raise the learning and attainment of pupils
- › Promote pupils' independence, self-esteem and social inclusion
- › Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- › Support play times

Duties and responsibilities

Teaching and learning

- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- › Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher
- › Support children at play times

Planning

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons, if available
- › Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Supervision

- Supervise pupils in the playground and classrooms (for wet play)
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our Safeguarding and Child Protection Policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.