

# Job Description

<b>Job Role:</b>	Teaching Assistant
<b>Reporting to:</b>	Head of School / Line Manager
<b>Salary:</b>	WWF Band B1, £26,822 FTE
<b>Contract Hours:</b>	32.5 hours per week, Monday to Friday (8.30am – 3.30pm), Term Time Only + 5 development days
<b>Contract Period:</b>	12 months Fixed Term
<b>Location:</b>	The Canterbury Primary School

## Job purpose:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

## Specific Duties:

- Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- To be an ambassador for The Canterbury Academy Trust

Teaching Assistants at this level may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT

- Undertake moving and handling activities as required.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

# Person Specification

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.

## **Qualifications:**

- Level 2 Diploma (or equivalent)
- Paediatric First Aid qualification would be an advantage.

## **Experience:**

- Previous experience of working with children

## **Skills and Abilities:**

- Numeracy and literacy skills
- Basic IT Skills
- Specialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc.
- 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.

## **Knowledge:**

- Requires knowledge of procedures for supporting and leading learning activities
- Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.

## **Professional Development Review:**

- To actively participate in The Academy Trust Professional Development Review Programme (PDR)

An annual review of this job description and allocation of responsibilities will take place as part of the PDR process.

### **Continual Professional Development:**

- The post holder will benefit from the Trust commitment to CPD
- The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### **Health & Safety Responsibilities**

Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon everyone engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

### **Safeguarding**

All appointments are subject to obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Chief Executive Officer and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Professional Development Review (PDR) programme.

# How to apply

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

When ready to apply, suitable and interested candidates are invited to complete an online application, detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact the HR Department on [recruitment@canterbury.kent.sch.uk](mailto:recruitment@canterbury.kent.sch.uk)

The Canterbury Academy Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

*Please note that applications will be reviewed upon receipt and applicants may be invited to interview prior to the closing date.*

**We look forward to receiving your application.**



## The Canterbury Academy Trust

Knight Avenue  
Canterbury  
Kent, CT2 8QA  
01227 463971

[recruitment@canterbury.kent.sch.uk](mailto:recruitment@canterbury.kent.sch.uk)  
[www.canterburyacademy.co.uk](http://www.canterburyacademy.co.uk)



## The Canterbury Primary School



## The Canterbury Academy

A school for all the Talents



## The Canterbury Academy Sixth Form

A Sixth Form for all the Talents



City and Coastal  
College  
Providing Opportunities



*In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents*