

# Mereworth Community Primary School

"Lasting learning experiences for life"

39 The Street, Mereworth, Kent, ME18 5ND | Tel: 01622 812569 | office@mereworth.kent.sch.uk



## JOB DESCRIPTION

### Higher Level Teaching Assistant (Level KSD)

Overview	
<b>School</b>	Mereworth Community Primary School
<b>Grade</b>	KSD (previously KR6)
<b>Responsible to</b>	Line Manager
<b>KCC DMA Rating</b>	DMA Level 1

Purpose of the Job
To work with teachers to organise and support teaching and learning activities for PPA Cover. The primary focus is to deliver lessons and specified learning activities set by the teacher to whole classes, under the direction and supervision of a qualified teacher.

Key Duties and Responsibilities	
1.	Deliver specified learning activities for PPA Cover, modifying and adapting activities as necessary under the direction and supervision of a teacher.
2.	Under the direction of the teacher, support in the preparation of learning activities and contribute to planning as appropriate for PPA Cover.
3.	In conjunction with the class teacher, assess, record and report on development, progress and attainment using agreed school procedures.
4.	Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
5.	In conjunction with the class teacher, contribute to assessing pupils' needs and use knowledge and specialist skills to support pupils' learning.
6.	Support pupils' social and emotional well-being, and report problems to the teacher as appropriate.

Footnote	
This job description is provided to assist the job holder in understanding his/her main duties. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.	
<b>KCC DMA Rating</b>	DMA Level 1

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## PERSON SPECIFICATION

### Teaching Assistant (Level KSD)

Criterion	Essential	Desirable	How assessed
<b>Qualifications &amp; Training</b>			
Academic qualifications	GCSE English and Maths Grade 4/C or above	A level or equivalent	A
Professional qualifications	NVQ/CACHE Level 2 in Supporting Teaching and Learning (or equivalent)	Level 3 qualification in Education and Training or Supporting Teaching and Learning	A
Safeguarding	Willingness to undertake safeguarding training	Up-to-date safeguarding/child protection training	A / R
First aid	Willingness to undertake paediatric first aid training	Current paediatric first aid certificate	A
<b>Experience</b>			
Working with children	Experience working in a primary school setting, teaching & covering classes across all year groups as a HLTA.		A / I
Supporting learning	Experience of supporting individuals or groups with learning activities	Experience delivering targeted interventions (e.g. phonics, maths)	A / I
SEND support		Experience supporting pupils with SEND, EAL, or behavioural needs	A / I
Record keeping	Experience of maintaining accurate records	Experience using a school MIS or pupil tracking system	A
<b>Knowledge &amp; Understanding</b>			
Child development	Understanding of how children learn and develop	Knowledge of the primary National Curriculum	A / I
Safeguarding	Understanding of safeguarding responsibilities and the importance of child protection	Knowledge of KCSiE and relevant statutory guidance	A / I

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Criterion	Essential	Desirable	How assessed
Inclusion	Understanding of inclusive practice and the needs of pupils with SEND or EAL	Knowledge of the SEND Code of Practice	A / I
<b>Skills &amp; Abilities</b>			
Communication	Ability to communicate clearly and effectively with children, staff and parents	-	A / I
Literacy & numeracy	Sufficient literacy and numeracy skills to support pupils across the primary age range	-	A / T
Adaptability	Ability to adapt activities to meet the needs of individual pupils	-	I
Organisation	Ability to manage own time and prioritise tasks effectively	-	I
ICT	Competent use of ICT to support learning activities	Experience using classroom technology (interactive whiteboards, tablets)	A / I
<b>Personal Qualities</b>			
Teamwork	A collaborative team player who works effectively with colleagues	-	I / R
Commitment	A genuine commitment to the progress and well-being of all pupils	-	I
Resilience	Calm and resilient when working with challenging behaviours or situations	-	I / R
School values	A commitment to the school's values of Respect, Teamwork, Resilience, Perseverance and Honesty	-	I

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Criterion	Essential	Desirable	How assessed
Reliability	Punctual, reliable and professional in all aspects of the role	-	R
<b>Equal Opportunities</b>			
Commitment to equality	A commitment to promoting equality, diversity and inclusion in all aspects of school life	-	A / I
Safeguarding suitability	Satisfactory enhanced DBS check (the school will apply); commitment to safeguarding and promoting the welfare of children	-	Pre-appointment check

Key: A = Application form | I = Interview | R = References | T = Test/presentation

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Employee signature		Head Teacher signature		Date
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