



Ramsgate Holy Trinity C.E. Primary School

Job Description - Teaching Assistant

Grade: KSA

Responsible to: Headteacher

To support the teacher in the delivery of the Primary Curriculum to our pupils, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which children make excellent progress.

Main Duties

- To support individuals and groups to help them learn.
- To establish an effective and purposeful learning environment in partnership with the teacher and other colleagues.
- To support the teacher in assessing the needs of individual children.
- To observe, record and share information on pupil performance and development.
- To support small groups of children with SEN needs in the Nurture Nook

Other Key Aspects of the role:

- To assist in creating materials for curriculum delivery and display.
- To lead and facilitate group activities.
- To lead one- to-one teaching and intervention.
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour difficulties.
- To assist with behaviour management within and outside the classroom.
- To work with the classroom teachers to implement Individual Education Plans and develop resources for pupils who have: English as a second language, speech or language impairments or behaviour that interferes with learning and relationships.
- To assist pupils' social development, progress and achievement outside the classroom.
- To assist the class teacher with the education and well-being of the children.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Wider School Support

- To play an active role in the wider life of the school and promote our Christian values of Faith, Love and Hope at all times.
- To supervise pupils in the playground, dining hall when directed.
- To assist with therapy eg: physical, occupational or language.
- To maintain pupil and family confidentiality.
- To attend regular meetings and training as required.
- To communicate and liaise with staff, pupils, parents, governors and other members of the local community as appropriate.
- To be first aid trained

TA Personal Specification

Essential Criteria	Desirable Criteria
— The ability to create a happy, challenging and effective learning environment. — Helpful, positive, calm and caring nature. — Excellent speaking and listening skills. — Understanding of safeguarding and child protection procedures. — A thorough understanding of what constitutes effective teaching and learning. — An understanding of effective monitoring, evaluation and assessment. — An understanding of effective practice in teaching all aspects of Primary Curriculum. — Understand when and how to seek advice and support. — Adaptable and resourceful to meet new challenges - have a flexible and positive approach to challenge and change — Relevant KS1/KS2 experience — Experience of working with/ or developing links with Parents and other outside agencies. — Skills	— NVQ L3 - To be first aid trained — Relevant Primary experience
Skills	
— Well-developed interpersonal skills - the ability to communicate effectively orally and in writing to a range of audiences. — Able to plan, organise and prioritise. — Able to manage good communications systems. — The ability to enthusiastically and loyally promote the school's vision through behaviour, words and actions. — The ability to make decisions, in consultation with the Class Teacher, Head of school, Senior Leadership Team, Wider Leadership Team, Staff, Parents and the wider community as appropriate — The ability to be proactive — Competent in the use of ICT.	

This post is subject to an enhanced Disclosure and Barring Check.