

**School:** Kings Hill School



**Grade:** Kent Range 3

**Responsible to:** Line Manager

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions supporting independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
6. Deliver small group interventions under the guidance of the class teacher and Head of Inclusion, feeding back on their effectiveness and impact on the individuals
7. Attend key meetings with parents and other members of staff including pupil progress and provision reviews
8. Keep records of provision plans and other relevant documentation to help support children with specific needs
9. Undertake training necessary for their role both within the school day and at twilight events
10. Liaise with outside agencies under the guidance of the class teacher and the Head of Inclusion, to best support the children in their care
11. Be familiar with all school policies and procedures ensuring in particular that the Staff Code of Conduct, Emergency Procedures for Fire, First Aid, Safeguarding policies and Health and Safety policies are understood and adhered to.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Invigilate exams and tests
7. Assist with 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)
8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

## Kent County Council

### Person Specification: Teaching Assistant – Level 1

---

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
<b>EXPERIENCE</b>	Previous experience of working with children
<b>SKILLS AND ABILITIES</b>	<p>Numeracy and literacy skills</p> <p>Basic IT skills</p> <p>Have the ability to relate well to children and adults, work well as a team and be an effective communicator</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible</p> <p>Ability to multi task effectively</p>
<b>KNOWLEDGE</b>	<p>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</p> <p>Knowledge of supporting phonics and early reading if an EYFS/KS1 position</p> <p>Knowledge of the school values and a willingness to support the ethos and values of the school</p>