

BEAN PRIMARY SCHOOL

School Lane, Bean, Dartford, Kent DA2 8AL

Tel 01474 833225 Email office@bean.kent.sch.uk

Headteacher **Mr G Reilly** Deputy Headteacher **Mrs F Carney**



JOB DESCRIPTION

TEACHING ASSISTANT

Responsible to: Class Teacher, Deputy Headteacher, SENCO

Grade: KR3

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 and provide feedback to the teacher in and out of the classroom.
2. Support pupils to understand instructions, support 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 learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
6. Supervise and promote positive play during break times.
7. Contribute to and support the overall ethos of the school.

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

1. Record basic pupil data.
2. Assist with escorting pupils on educational visits.
3. Support pupils on educational visits.
4. Support pupils in using basic ICT.
5. Invigilate exams and tests.
6. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
7. Provide First Aid to injured or sick children in cooperation with other first aiders.
8. Participate in INSET when appropriate.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Level 2 Diploma (or equivalent)</p> <p>Pediatric First Aid qualification would be an advantage.</p>
EXPERIENCE	<p>Previous experience of working with children</p>
SKILLS AND ABILITIES	<p>Good numeracy, literacy and ICT Skills</p> <p>Have necessary skills to be able to use a range of strategies to deal with pupil behaviour.</p> <p>Be able to support structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness, giving feedback as required.</p> <p>Ability to relate well to children and adults, understanding their needs and being able to respond accordingly</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible.</p> <p>Experience of Read Write Inc would be an advantage</p>
KNOWLEDGE	<p>Requires knowledge of supporting learning activities in and out of the classroom</p> <p>Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.</p>