

Senacre Wood Primary School



Job Description

JOB TITLE : Teaching Assistant

GRADE : Kent Range 3

RESPONSIBLE TO: Headteacher

Purpose of the Job:

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

Key duties and responsibilities:

Support for Pupils

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions to support independent learning and inclusion of all pupils.
- Support the teacher in using our behaviour management policy and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- 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.

Support for Teachers

- Support teachers in promoting good behaviour in the classroom and across the school.
- Support teachers in their delivery of a differentiated curriculum.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.)

- Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed, in order to support the teacher in delivering the specific learning programmes set for each child.
- Maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.
- To support colleagues who cover PPA time for class teachers.
- To support colleagues who cover absence for class teachers.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

GENERAL DUTIES

- To attend playground duty when required to do so.
- To contribute to extra-curricular activities.
- To be responsible for attending to children with minor injuries during playtimes.
- To carry out other duties as requested by the Head Teacher from time to time.
- To participate where possible in in-service training, including occasional staff meetings as and when appropriate.
- To assist with first aid and personal care needs of children.

This job description describes, in general terms, the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained there may vary or be amended in consultation with the post holder from time to time without changing the level of responsibility associated with this post.