

**Job Description**

**Teaching Assistant**

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| **Location:** | **Maidstone, Kent**  |
| **Grade:** | **£15,628 - £17,188 (KR3) + SEN allowance per annum, pro rata (term time only).**  |
| **Responsible to:** | **Head of Service and Deputy Head of Service** |

**Purpose of the Job**

To support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual education programs. Dealing with pupils therapeutic, behavioral and learning needs.

The role has a significant impact on the school and its clients. By enabling the pupils to build the self esteem, confidence and resilience pupils are more likely to be successful in their education and not become NEET (Not in Education, Employment or Training) in the future.

**Main duties and responsibilities:**

1. Assist teachers with learning activities ensuring health and safety and good behaviour of students.
2. Support the students in accessing learning activities as directed by the teacher to enable students to progress towards their targets.
3. Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
4. Ensure students’ wellbeing by being aware of and complying with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
5. Work with students on literacy, numeracy and social skills programmes.
6. Establish and foster good relationship with schools/parents/carers of children at the school.
7. Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
8. Provide clerical/admin support (e.g. typing, photocopying, display, etc.) and undertake basic recording keeping in respect of pupil learning and behaviour management.
9. Monitor and review progress by pupils and schools and feedback to staff as appropriate
10. Any other duties and responsibilities within the range of the salary grade.
11. To undertake individualised literacy and Numeracy programmes with pupils.
12. Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising clients’ rights and choice and respecting personal beliefs and identity.

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be short listed.

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



**Person Specification**

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| **Minimum**  |
| **Qualifications** | * At least five Level 2 qualifications including English and Mathematics (GCSE or the equivalent).
* Previous experience of working with children of secondary school age with challenging behaviour.
* Experience of using problem solving techniques and approaches when working with children
* Good communications skills to be able to inform, persuade, inspire and motivate pupils.
* Ability to provide feedback to other professionals and parents as required.
* Good influencing skills to encourage students to interact with others and be socially responsible.
* Ability to relate to young people and adults, understand their needs and respond accordingly
* Ability to be flexible and have a sense of humour
* Ability to be able to resolve conflicts
* Accurate record keeping skills.
* The ability to work well in a team and independently.
* To have the capacity to develop knowledge in a specific area of educational need and to become a point of contact for that need.
* Good technology skills
* Have a good understanding of SEN issues and barriers to learning and the strategies that will enable pupils to overcome them.
* Have a good understanding of how children learn
* Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.
* Good inter-personal skills.
* Team working and co-operation
* Self Management and prioritizing
* Personal Resourcefulness
* Willingness to work flexibly
* Willingness to undertake further training.
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| **Experience**  |
| **Skills and Abilities**  |
| **Knowledge**  |
| **Behaviors**  |

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.