

**School:** St Mark's CE Primary School

**Grade:** Kent Range 3

**Responsible to:** Line Manager

### **Purpose of the Job: Classroom Teaching Assistant**

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.

(Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.)

### **Key duties and responsibilities TA:**

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 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 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.

### **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 pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
8. Attend to personal care needs to ensure pupil's wellbeing and health and safety.

9. Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.

10. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.

11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

# Kent County Council

## Person Specification: Teaching Assistant – Level 1

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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>	<ul style="list-style-type: none"><li>.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experienced of working with children, either as a TA or parent helper.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Good numeracy and literacy skills.</li><li>• Good ICT skills.</li><li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li><li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li><li>• Good organizational, interpersonal and communication skills</li><li>• Commitment to the School's Mission Statement</li><li>• Enthusiasm and a sense of humour!</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li></ul>