



Grade: Kent Range 5
Responsible to: Line Manager

Purpose of the Job:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

Key duties and responsibilities:

1. Provide learning activities for an individual pupil (or group of pupils) under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupil in social and emotional well-being, reporting problems to the teacher as appropriate
7. Assist the teacher in setting down clear guidelines for establishing good standards of behaviour and supporting the child positively to adhere to these
8. Escort and supervise the pupil on educational journeys and out of school activities
9. Supervise the individual pupil throughout the day, including supervision in the classroom, playground and dining areas
10. Be involved in planning, organising and implementing the personalised plan for the pupil, including attendance at, and contribution to, its review

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

1. Establish and maintain relationships with families, carers and other adults
2. Provide short term cover supervision of pupils (in the absence of the individual child)
3. Prepare and present displays

All staff are expected to:

- act as ambassadors for the school at all times.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Undertake any other tasks as directed by the Headteacher which fall within the purview of the post.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, this job description and the duties contained in it may vary, or be amended, from time to time without changing the level of responsibility associated with the post or its grade. It may be reviewed and amended at any time after consultation with the post holder.

Signed.....Teaching Assistant

Signed.....Headteacher



Person Specification: Teaching Assistant – 1:1

| | CRITERIA |
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| QUALIFICATIONS | <p>Level 2 Diploma (or equivalent)</p> <p>Requires knowledge and procedures for supporting and leading learning activities in a specialist area.</p> <p>Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience</p> |
| EXPERIENCE | <p>Successful relevant experience of working with children</p> |
| SKILLS AND ABILITIES | <p>Have necessary skills to manage and supervise pupils with a range of additional needs safely and be able to use a range of strategies to deal with pupil behaviour.</p> <p>Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use</p> <p>Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, 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> |
| KNOWLEDGE | <p>Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality (reporting all concerns to an appropriate person to ensure pupils' wellbeing).</p> |

Colliers Green Church of England Primary School are an equal opportunities employer.