



**Grade:** Kent Range 3  
**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
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. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent)
<b>EXPERIENCE</b>	Successful relevant experience of working with children
<b>SKILLS AND ABILITIES</b>	<p>Numeracy and literacy skills</p> <p>Basic IT skills</p> <p>Have the 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>
<b>KNOWLEDGE</b>	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).

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