

**Kemsing Primary School Teaching Assistant – Job Description**

**Purpose of job**

**Teacher support - To support the teacher with their responsibility for the development and education of children in schools. Use routine supervision and care skills to support pupils.**

**Curriculum support - To assist an individual teacher, or teachers, in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils with special needs.**

**Pupil support - To assist in meeting the pupil’s need for encouragement, reassurance and comfort and attend to his/her wellbeing and physical care while encouraging self-help at all times.**

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| **Reporting primarily to:** Class Teacher, with guidance on assisting children with Special Needs from SENCO**Reporting ultimately to:** Deputy Head and Head Teacher |

**Key Accountabilities and Tasks**

Under the direction and supervision of the teacher:

* Assist in the delivery of educational work programmes by participating in day-to-day learning activities.
* Assist in the delivery of individual work programmes for pupils with EHCP of special educational needs
* Monitor progress and contribute to future planning
* Work with small groups of pupils as required.
* Discuss with, and report back to the teacher on the planning and assessment of pupil work.
* Organise and maintain the learning environment.
* Work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
* Collect money from the children for school trips and activities. Collates trip records and passes money to office staff for banking.
* Carry out administrative tasks to assist the teaching staff including photocopying and maintaining displays.
* Understand and apply school policies.
* Support the aims and ethos of the school.
* Set a good example in terms of dress, punctuality and attendance.
* Be proactive in matters relating to health and safety

**Curriculum Support**

* Participate, with teaching staff, in the planning and evaluation of learning programmes for individual pupils.
* Assist in the preparation and adaptation of teaching materials, worksheets etc. as necessary
* Assist in carrying out individual pupil programmes including English and Maths, keyboard skills, life skills, and to ensure that the pupil’s individual programme is carried out in all settings (e.g. working in small groups).
* Assist with instruction in the use of specialist equipment (e.g. computer) and, where appropriate, the correct and safe use of tools and equipment.
* Participate in staff development activities and, where required, to contribute to any multidisciplinary discussion of the pupil’s needs/progress.

**Pupil Support**

* Assist in the implementation Provision Maps/ Interventions for students and help monitor their progress.
* Make sure that the pupil is in an appropriate working position and has access to required equipment and materials.
* Attend to the pupil’s wellbeing and physical care on a daily basis, for example assisting with mobility around different areas of the school site as necessary.
* Accompany the pupil on school visits and be aware of difficulties encountered in unfamiliar surroundings. The timing of such visits may overrun the normal school day.
* Help the pupil to extend his/her powers of concentration, where necessary..
* Support the teacher with their responsibility for the development and education of pupils with special needs.
* Work with other professionals, such as speech therapists and occupational therapists, as necessary.
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**Pastoral Care**

* Support the pupil in gaining self-confidence and independence through encouragement and reassurance.
* Use routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs.
* Assist the pupil with tasks related to daily living where their medical condition or physical problems mean that they need physical help

**Confidentiality**

* Maintain confidentiality inside and outside the workplace

**Cover Supervisors**

Teaching Assistants may also supervise whole classes during the short term absence of teachers (e.g. illness, PPA). This will not normally amount to more than 3 consecutive days.

The primary focus will be to maintain good order and to keep the pupils on task. Such Cover Supervisors will need to respond to questions and generally assist pupils to undertake learning activities planned by teachers.

**Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher. This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the school.**

Signed …………………………………………..

Signed ………………………………………….. (Head Teacher)

Date …………………………..