

IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL

Ide Hill, Sevenoaks, Kent TN14 6JT

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Headteacher : Louisa Hillman

**JOB DESCRIPTION**

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| **School:** Ide Hill School | **Location:** Ide Hill, Sevenoaks, TN14 6JT |
| **Job title:** Teaching Assistant – KR3 | **Salary range:** KR3 |

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| We are a Rights Respecting School. This Job description relates directly to the following articles as set out in the Summary of the UN Convention on the Rights of the Child.  **Article 12** (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.  **Article 23** (children with a disability) A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments  must do all they can to support disabled children and their families.  **Article 28** (right to education) Every child has the right to an education. Primary education must be free and  different forms of secondary education must be available to every child. Discipline in schools must respect children’s dignity and their rights. Richer countries must help poorer countries achieve this.  **Article 29** (goals of education) Education must develop every child’s personality, talents and abilities to the  full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.  **Article 31** (leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities. |

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| *An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.*  *Signed By:…………………………………………………………Headteacher Date:……………………………………*  *Signed By……………………………………………………… Member of Staff Date:…………………………………….* |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| * To support in class under the direction of the teacher. * Offer 1:1 support to pupils as required. * Ensure that children are appropriately safeguarded. * Be responsible for leading directed interventions with pupils on a regular basis as requested, to support children to reach their targets. * Ensure the maintenance of a clean, orderly and safe working environment. * Conduct playground/break/lunchtime supervision of children. * Effectively and appropriately maintain high standards of behaviour. * Being a trained School First Aider * Support pupils in accessing learning activities as directed by the teacher. * Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop. * Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed, in order to support the teacher deliver the specific learning programmes set for each child. * Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing. * 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.   To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.   * To ensure that school policies are reflected in daily practice. * To promote equality as an integral part of the role and to treat everyone with fairness and dignity. * To maintain confidentiality at all times. * To recognise health and safety as a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy. |
| **KNOWLEDGE AND UNDERSTANDING** |
| * Have attained GCSE or equivalent Maths and English at a minimum C grade. * Have the passion and motivation to help children succeed. * Are able to positively promote the Christian vision and values of the school. * Have a growth mind-set and be open to attend further training for this role. * Can work closely with the staff as a positive team member. * Can demonstrate excellent communication skills. * Previous experience (1-2 years) of working with children. * Knowledge and understanding of supporting children with Special Educational Needs. * Understanding of interventions to support pupil needs, including gifted and talented pupils. * Knowledge and understanding of how to support the emotional well being of pupils. * Previous and relevant experience of the positive impact of your interventions for groups of pupils or individuals' social, emotional or mental health needs. * Knowledge and understanding of synthetic phonics teaching programmes. * Ability to use basic technology (computer, video, photocopier, laminator) * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. * Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. * Must have or be willing to undertake First Aid Training and become a designated First Aider |
| **SCOPE FOR IMPACT** |
| * Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy. * Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. * Teaching Assistants are expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. * The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. * The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. |
| **JOB CONTEXT** |
| * Work under the guidance of Class Teachers, SENCO or the Senior Leadership Team. * During playtime/lunch/break supervisory duties, work under the guidance of a Senior TA. * 08.30 – 13.00 5 days per week, term time only. |
| **WIDER PROFESSIONAL EFFECTIVENESS** |
| * Actively promote the school vision, values and ethos. * Actively promote children’s rights. * Make a positive contribution to the wider life and ethos of the school. * Develops effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. * Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. * Set challenging personal targets/objectives. * Actively seeks and undertakes new or difficult challenges, significantly contributing to a whole school ethos of improvement. * Uses the outcome of professional development to improve personal impact within the school. Develop new skills to improve and update knowledge. |
| **PROFESSIONAL CHARACTERISTICS** |
| * Demonstrate consistently high standards of personal and professional conduct. * Upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a Teaching Assistant’s professional position. * Show regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions. * Shows tolerance of and respect for the rights of others. * Ensures that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law. * Has proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality. * Strives to be a positive, resourceful member of the staff team, showing flexibility & adaptability. |