**Job Description** – Teaching Assistant

**Salary Scale** – Kent Range 3

**Reporting to** – Headteacher/Assistant Head

Our expectation at Palace Wood Primary School is that teaching assistants make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct.

The main purpose of the job is to support the class teacher in the teaching and welfare of children to ensure they attain the targets set. Teaching assistants may also need to assist the teacher with administration tasks to ensure the efficient education of pupils. Finally, when supervising lunch times, teaching assistants must ensure the safety, welfare and good conduct of pupils during the lunch break.

**At Palace Wood, teaching assistants must:**

**1. Support the pupils by:**

* Establishing a supportive and trusting relationship with pupils.
* Being aware of pupils’ individual needs and the strategies most useful for addressing them.
* Helping pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
* Motivating pupils and building up their self-esteem.
* Helping with the recording of work.
* Encouraging and keeping on task those who find it difficult to concentrate.
* Helping pupils develop organisation skills and become independent learners.
* Liaising with outside agencies and parents.
* Working on a one-to-one basis with pupils as appropriate and help them to meet their individual targets.
* Ensuring the children are able to use equipment and material provided.
* Encouraging acceptance and inclusion of children with AEN.
* Meeting physical needs as required while encouraging independence.

**2. Support the teacher by:**

* Assisting in the development and evaluation of suitable programmes of support, including the management of Individual and Provision Maps to enable pupils to progress towards their targets
* Carrying out administrative duties
* Providing regular feedback about the child to the teacher.
* Caring for materials and equipment, and where possible to assist in making materials.
* Assisting the teacher with learning activities ensuring health and safety and good behaviour of pupils.
* Supporting teachers in their delivery of the differentiated curriculum.
* Assisting teachers in observing and assessing individual pupils.

**3. Support the school by:**

* Developing a relationship to foster links between home and school, where appropriate.
* Liaising with other members of the team
* Undertaking relevant training and other learning activities and attend relevant meetings (within contracted hours) as required, to ensure own continuing professional development.
* Supporting and contributing to the school vision/aims and ethos to enable the school to fulfil its development plans.
* Communicating concerns with school policy or practice to the Headteacher and line manager.
* Carrying out any other tasks directed by the Headteacher which fall within the purview of the post or may be needed, on a short term or emergency basis, to support the smooth running of the school.
* Being aware of and complying with policies and procedures relating to safeguarding i.e. child protection, health and safety, security and confidentiality, ensuring that any concerns are reported to an appropriate person to ensure pupils’ wellbeing.
* Respecting the confidentiality of sensitive information divulged by staff, parents and pupils.

**4. As a Midday Supervisor, teaching assistants will:**

* Supervise pupils throughout the school during the midday break or the interval between the end of the morning session and the start of the afternoon session to ensure their wellbeing and maintain their safety.
* Communicate information to class teachers and/or Headteacher regarding pupils’ wellbeing.
* Be aware of and comply with policies and procedures relating to safeguarding i.e. child protection, e-safety, whistleblowing, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Work as a team with other midday staff to increase their knowledge of individual children.
* Share successful classroom techniques with them for managing behaviour and pastoral care.
* Foster positive behaviour and play through a range of strategies and activities.
* Communicate school policy and procedures to foster consistent practice throughout the school day.

**5. Scope for Impact**

Support staff in schools make a strong contribution to pupils’ learning and achievement. Teaching assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

**6. Job Context**

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of the class teacher. They will contribute to and need to demonstrate skills in planning, monitoring, assessment and class management. 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 (under the direction of the class teacher/SENCO). This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.