



ST STEPHEN'S INFANT SCHOOL

"Together we shine"



TA Job Description

Name:

Position: Teaching Assistant

Responsible to: Deputy Headteacher and Class Teacher

Grade: Kent Range- KR3 (32.5 hrs hours per week)

Summary of Job: Job context and impact:

Teaching Assistants within our school have a significant impact upon pupils' learning, achievement and behaviour. They provide support to teachers and the school in general, promoting inclusive practices and helping the school to fulfil improvement and development plans. They work in partnership with their class teacher to provide a stimulating and safe environment, where every child is encouraged to be the best they can be.

1. Main roles:

- Support for pupils during learning activities to ensure pupils attain targets set each term.
- Support the class teacher/inclusion manager in developing the welfare of all children.
- Contribute to the management of pupil behaviour, asking for support or in a supporting role when appropriate.
- Provide cover supervision and follow class teacher's plans for whole class sessions when required.
- Review and develop own professional practice.

2. Duties and responsibilities - Support for pupils:

- Promote and develop independent learning skills.
- Work in partnership with the class teacher to promote a positive classroom ethos.
- Support pupils in accessing learning activities under the guidance of the class teacher to enable pupils to progress towards their targets.
- Be aware of and support differences in pupils to ensure all pupils have equal access to opportunities to learn and develop.
- Provide feedback to pupils in relation to their progress and achievement.
- Use a range of strategies to deal with pupil behaviour and understand individual behaviour needs to enable pupils learning to develop.
- Promote positive pupil behaviour, dealing promptly with incidents in line with behaviour policy.
- Seek advice from the class teacher/inclusion manager regarding behaviour strategies that are in place to support individual children within the classroom or on the playground.
- Follow child protection procedures for all pupils, in line with school policies.

Support for teachers:

- Assist teacher with learning activities promoting health, safety and positive behaviour of pupils.
- Provide feedback to teacher in relation to pupil progress and achievement.
- Implement structured teaching programmes and interventions under the guidance of the class teacher/inclusion manager.
- Maintain records and administer marking in line with school marking policy, with particular reference to pupil learning and behaviour management.
- Administer routine assessments as directed by class teacher/inclusion manager.



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- Provide clerical and administration support e.g. typing, filing, photocopying, display, collecting and recording money etc.
- Manage classroom activities and resources safely, ensuring that the physical learning space and resources are conducive to learning.
- Work effectively as part of a year group team, responding flexibly to promote inclusive practices and equal opportunities for all pupils.

Support for school:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant person to ensure the wellbeing of all pupils.
- Contribute to the overall work/aims of the school and support the role of all staff to enable the school to fulfil its improvement and development plans.
- Undertake training and other learning activities and attend relevant meetings as required, to ensure own continuing development and to meet changing needs and development of the school.
- Undertake playtime and lunchtime supervision, promoting safe and enjoyable play and good manners.
- Administer medication, following instructions from health care plan and health professionals, following appropriate training. Maintain records of medication.
- Administer basic first aid and maintain appropriate records.
- Respond appropriately and sensitively to any toileting issues within the school.

3. Performance management Procedures:

- This is set in the context of school improvement plan.
- It provides the opportunity to recognise and celebrate achievements.
- It gives all the opportunity to develop own skills.
- Performance management is an ongoing circle of 3 stages:
 - Planning: target setting.
 - Midyear monitoring of targets and performance.
 - Reviewing targets and performance.
 - Any other duties and responsibilities within the range of the salary grade.

SIGNED:

Staff Date

Head Teacher Date



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Kent County Council

Person Specification: Teaching Assistant – Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	Previous experienced of working with children.
SKILLS AND ABILITIES	Numeracy and literacy skills. Basic IT skills. 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.
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>