



Coxheath Primary School

Teaching Assistant

Personal Specification (Essential)

- Have good Literacy and Numeracy skills in order to give the correct information to children in the classroom.
- Have clear writing skills
- Be empathetic and have a good working relationship with children.
- Be prepared to work with children with problems or disabilities
- Have a positive approach at all times
- Have excellent communication skills
- Able to develop a good relationship with parents
- Fit into the ethos of the school
- Able to work under specific instructions from Teacher, Head Teacher and/or Inclusion Leader.
- Be willing to help with all tasks including setting out equipment, clearing up and generally supporting the class teacher

Personal Specification (Desirable)

- Experience of working with children within a school setting
- Relevant qualifications in supporting children's learning

Principal Duties and Responsibilities

1. Provide teaching support in small groups, and where necessary, be assigned to individual pupils.
2. To work alongside the class teacher to plan a timetable that is highly effective in supporting key children and groups within the class.
3. Assist in drawing up and undertaking the delivery of group / individual pupil learning programmes within the classroom, to ensure delivery of the group / individual targets. This may include helping with the development of differentiated materials for the pupil.
4. Assist the teacher where necessary with the preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
5. Assist the teacher with observation and monitoring of the progress of all children; maintain accurate records within the additional educational needs provision in order to ensure documentation of all interventions with the children.
6. Support the school in implementing Workforce Reform, in particular to relieve teachers of the '24 tasks'
7. Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
8. To assist in the physical well being of the pupils where appropriate.
9. Assist the teacher to supervise Physical Education lessons and at playtimes, to ensure the continued safety of children as required.
10. To attend appropriate training courses and development activities as required by the Teachers and Senior Leaders.

Coxheath Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.