



Job Description: Teaching Assistant

*'Learning to Live, living to Learn'*

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Endowed in 1678, founded by the Church of England and part of The Diocese of Canterbury, Hartlip Endowed Church of England Primary School has a distinctive Christian ethos at its heart. The school endowment documents that a school be provided for the “children of Hartlip and the neighbouring parishes if an overplus”.

Our school seeks to be a happy place, with a welcoming atmosphere,  
built on mutual respect with confidence and understanding  
between parents, children, staff and governors.

All policies are governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

- All members of the school community are **trusted** by all those within the school community to deliver the very best for the children in all that they do.
- Things will go wrong. There is a quiet acceptance of this deployed throughout the school and the opportunity to move on and learn from this, demonstrated through the value of **forgiveness**.
- All members are **thankful** for the community to which we belong and demonstrate this accordingly
- We learn in **peace**. We accept that we all learn in different ways and have different needs that require accommodation.
- We learn in **friendship**; supporting each other to achieve to our very best potential at all times.



## Job Description Teaching Assistant

### **Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Please note this post is usually found in Special Schools.

(Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.)

### **Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

### **Teaching Assistants in this role may also undertake some or all of the following:**

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

### **In a Special School setting Teaching Assistants may also be required to:**

1. Attend to personal care needs to ensure pupil's wellbeing and health and safety.
2. Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.



3. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level

