



Job Description

Date: 1st September 2018

Name:

Post: Teaching Assistant

Salary Range: Kent Range 3

Main Accountability:

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.

Professional duties:

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.
6. Record basic pupil data
7. Assist with break-time and lunch-time supervision including facilitating play
8. Assist with escorting pupils on educational visits
9. Support pupils in using basic computing skills
10. May have to assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
11. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.

The above job description was agreed on (date). This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Signed..... (Teaching Assistant) Date:

Signed..... (Acting Head of School) Date: