



Capel-le-Ferne Primary School
Maternity Cover-Teaching Assistant
Fixed Term Contract until December 2020
Kent Range 3

The successful candidate will work as a Teaching Assistant covering maternity leave. Applications should be submitted via the Kent Teach website. Informal visits to the school are most welcome. Further information about the school can be viewed on www.capelleferneprimary.co.uk Applications need to be submitted by Monday 24th February at 9AM. Short-listed candidates will be initially informed by telephone/email and will need to be available for interviews on Weds 4th March. The intended start date will be March 16th 2020.

Job Description

Purpose of the Job:

To work with pupils and to assist teachers in supporting the teaching and learning, providing general and specific assistance under the guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

(Duties relating to supporting pupils with health care needs are not included in this profile)

- Work with pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- 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.
- Support HLTAs, external providers and Cover Supervision during Friday Enrichment days and in the absence of the class teacher.
- Where required work 1:1 with pupils with specific additional educational needs.

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

- Record basic pupil data.

- Support children’s learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

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 1.

Person Specification

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	Minimum of GCSE at C or above in English and Maths
EXPERIENCE	Previous experienced of working with children.
SKILLS AND ABILITIES	Good 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. 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.