

Speldhurst Church of England Primary School

Job Description – Teaching Assistant

Kent Range 3

Working 38 weeks

Line Manager: SENCO

General Description of Post:

To work under the overall direction and guidance of the Headteacher in assisting and supporting the work and welfare of children in the school and promoting their educational and social development, thereby contributing to the efficient running of the school.

Outline of Duties:

1. To work under the direction and guidance of the Class Teacher in supporting and promoting children's learning in all areas of the curriculum, thereby helping to raise standards of achievement for all pupils and enabling pupils to become independent learners.
2. Ensure the maintenance of a clean, orderly and safe learning environment making sure that equipment/resources/materials are set out on time and as per instructions received.
3. To work either with individual children or with groups, supporting the Class Teacher in all aspects of their work. Teaching Assistants will be expected to work flexibly and effectively, demonstrating an ability to use their initiative and an understanding of when and how to move children forward with their learning.
4. When required, to supervise the work of the whole class, thereby enabling the Class Teacher to work with individuals or groups who need special attention or undertake Planning, Preparation and Assessment.
5. To promote the inclusion of all children into the school, for example by supporting individual pupil with Additional Educational or Physical needs, enabling them to succeed with their tasks. To deliver short-term support programmes in Literacy and Numeracy to groups of children where required.
6. To attend meetings and training as required by the Headteacher or Deputy Headteacher, in order to further the work of the whole school.
7. To maintain a written/digital record of the children's learning responses within a group, feeding this information back to the Class Teacher at the end of the session.
8. To work alongside the Class Teacher in planning for the needs of the class, to use the preparation time before the session as appropriate, and to assist in putting materials away at the end of a session and evaluating learning at the end of each day.

9. To participate in relevant in-service training in order to enable the assistant to carry out their support duties effectively.
10. To share in general supervision duties with the rest of the staff e.g. playground duty.
11. To supervise children during (part of) the lunch hour, ensuring that they receive the care, guidance and support they require; promoting good friendships and constructive play. Hours include a 30 minute lunchbreak and 30 minutes per day lunch, hall or first aid duty.
12. To support any supply teacher or in the case of an HLTA cover for the Class Teacher, enabling continuity in the education of the pupils.
13. To ensure the safety and welfare of the children being supported at any time, to administer basic first aid where necessary and to attend to the children's hygiene needs as and when required by the Class Teacher.
14. To carry out those tasks that are no longer required of the class teacher i.e. collecting monies, bulk photocopying, putting up displays etc.
15. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
16. To undertake such additional duties as the Headteacher, Deputy Headteacher or Class Teacher may reasonably direct from time to time.

Note: Teaching Assistants will be employed to work for 38 weeks per year

These are the 190 days children are in school. If Teaching Assistants are required to attend a Staff Development Day they will be paid overtime or given time off in lieu.

Once agreed, the post holder will sign both copies of the job description, retaining one copy and returning the other to the Headteacher.

Signed: (post holder)..... Date:

Signed: (Headteacher)..... Date: