

**Rolvenden Primary School**

**JOB DESCRIPTION**

**Job Title: Teaching Assistant**

**Job Summary**

To support the class teacher in delivering high quality learning for all children in the class.

To attend to the behavioural, emotional, social and educational development and physical care of pupils, under the direction and guidance of the Class Teacher and SENCO.

**Principle Duties and Responsibilities**

 Support Class Teachers and other staff to maintain excellent standards of behaviour by positively promoting the school’s Behaviour Management policy and systems

 Comply with the policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the appropriate person

 To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop

 To participate in training and other professional development activities and performance

management processes as required

 To establish good working relationships with parents and carers

 Implement learning programmes for pupils

 Liaise with teachers and outside agencies, making planned provision, relevant to class

programmes

 Work with groups of pupils on specific tasks to meet pupil needs/targets

 Contribute to pupil assessment

 Assist with social education. Duties may include accompanying pupils and teachers on visits

 To help establish and develop good relationships with parents and carers

 To work with a pupil or pupils with additional needs, under the direction of the SENCO

 To assist teaching staff with playground duties, helping pupils to develop an awareness of correct social behaviour

 To administer First Aid at an appropriate level, care for sick pupils and if necessary accompany them to the surgery

 Attend to pupils’ personal care needs and assist with the development of personal hygiene, toileting and general dressing programmes

 To support a class with another TA during Teachers’ PPA time

 Encourage children to interact appropriately with their peers and to engage in play and active learning opportunities

 Establish good relationships with pupils, acting as a role model, encouraging children to talk and develop their language skills whilst being aware of, and responding appropriately to, individual needs

 Support pupils to understand instructions

 Implement specific behaviour programmes and support individual children with behavioural, emotional and social difficulties

 Assist pupils with the use of everyday resources, including ICT equipment, and encourage them to use them appropriately and safely

 To undertake supervisory duties if a particular need arises, as directed by the

Head of School/Deputy Headteacher

**Staff Development**

To attend TA meetings and training related to the post

To attend relevant staff Inset

Attend Paediatric First Aid Training

**To whom responsible**

 The Class Teachers for day-to-day supervision and instruction and/or SENCO

 The Head of School/Deputy Headteacher having overall responsibility for the school

Person Specification: Teaching Assistant

Applicants should describe in their application how they meet these criteria.

**CRITERIA**

**QUALIFICATIONS**  Level 1 or 2 Diploma (or equivalent) with proficient practical skills.

**EXPERIENCE**  Previous experienced of working with children.

**SKILLS AND ABILITIES**  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.

 Good 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.

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