



# JOB DESCRIPTION

## Teaching Assistant



Grade	Kent Range 3
Responsible to	Headteacher and Inclusion Manager

### Core Purpose and Values

- Value every individual for their unique personal worth and nurture all individuals to be the best they can be in the Light of God's Love, encouraging them to strive for excellence in every aspect of their lives.
- Encourage every individual to be proud of who they are, of each other, their achievements and of their school.
- Ensure that each individual makes the most of the opportunities and challenges given to them.
- Provide a safe, caring, supportive environment for individuals to achieve.

### Key Duties and Responsibilities

- To work under the direction and guidance of the Specialist Teacher and Inclusion Manager to assist in the educational, social and language development of pupils.
- To liaise with the Inclusion Manager, class teachers and Specialist Teacher in order to maximise efficiency and effectiveness and positively contribute to pupil's welfare.
- To work in close partnership with the Specialist Teacher and Inclusion Manager to devise and deliver programmes of work for children with additional needs.
- To monitor and accurately record the progress of these programmes in conjunction with the Inclusion Manager and Class Teacher
- To review and develop own professional practice.
- To promote the inclusion and acceptance of all pupils
- Assist the Headteacher, Inclusion Manager and Class Teacher with emotional or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self esteem and improve independent working.
- Maintain high standards of safety and observe good practice in relation to Health and Safety Policies.
- Be aware and pro-actively observe all school policies.

### Other Responsibilities

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- Such other duties as the class teacher, inclusion manager, or Headteacher may time to time require.

## Skills & Knowledge

- Sensitivity and understanding for building good relationships
- Excellent verbal communication skills for motivating children to learn
- Active listening skills to understand the children's needs
- Patience and the ability to remain calm in stressful situations
- To be flexible and open to change for working on different activities
- To enjoy working with other people
- The ability to teach pupils how to do something
- The ability to create the best conditions for learning or teaching new things

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time with changing the level of responsibility associated with this post.