



## **Royal Rise Primary School**

### **Job Description**

**Post Held:** Teaching Assistant -  
**Salary Scale:** Kent Range 3  
**Responsible to:** Head of School

#### **Purpose of the job:**

To support in the teaching and welfare of children to ensure that they make appropriate progress.

#### **Specific Responsibilities:**

- ❖ To support pupils with learning activities, ensuring the good behaviour of pupils through the use of praise, rewards and sanctions in line with school policy.
- ❖ To provide learning support for pupils with special educational needs both on a one to one basis and also in small groups.
- ❖ To establish productive working relationships, promote inclusion and work to support pupils consistently whilst recognising and responding to individual needs.
- ❖ To be aware of and support differences to ensure that all pupils have equal access to opportunities to learn and develop.
- ❖ To liaise with the teacher in planning appropriately differentiated tasks and activities.
- ❖ To provide feedback to the teacher regarding pupil progress, providing evidence as necessary.
- ❖ To encourage pupils to interact with others.
- ❖ To act as a role model and establish a clear framework for discipline in line with the school's behaviour and discipline policy.
- ❖ To support in ensuring a calm and purposeful atmosphere in the school, by supervising children with special educational needs and specific behaviour needs including at break and lunch, where necessary.
- ❖ To ensure the maintenance of a clean, orderly and safe working environment, making sure that equipment and resources are set out on time and according to instructions and used safely by pupils.
- ❖ To provide clerical/admin support (eg typing, photocopying, display, collection and recording of money etc) and undertake basic record keeping in respect of pupil

learning, behaviour management, child protection etc as directed in order to support the teacher.

- ❖ To attend to pupils' personal care needs, and implement related personal care programmes as necessary
- ❖ To be understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person in order to ensure pupils' wellbeing and maintain a safe and secure learning environment.
- ❖ To contribute to the overall aims of the school and appreciate and support the role of colleagues and other professionals to raise standards and ensure that the education we provide is of the highest quality.
- ❖ To communicate effectively with parents, other stakeholders and outside agencies when required.
- ❖ To actively seek advice from colleagues to support the learning of the pupils with whom you are working.
- ❖ To participate in training and other learning activities and attend relevant meetings to ensure their own continuing professional development.
- ❖ To actively participate in performance management.

This job description may be amended at any time after discussion with you to reflect and anticipate needs in the school, the professional development of staff and changes in the post commensurate with salary and title.

Agreed ..... Date.....  
Postholder

Agreed ..... Date.....  
Head Teacher