



Cheriton Primary School

## **Teaching Assistant – Job Description**

**Grade:** Kent Range 3

**Responsible to:** Headteacher

### **Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

### **Key duties and responsibilities:**

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources and contribute to maintaining a safe environment.
6. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
7. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
8. Contribute to the overall ethos / work / aims of the school.
9. Appreciate and support the role of other professionals
10. Participate in training and other learning activities and performance development as required

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

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
7. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
8. Organise and deliver play "zones" outdoors and indoors throughout the year for children of all ages.



## Person Specification

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
<b>EXPERIENCE</b>	Previous experienced of working with children
<b>SKILLS AND ABILITIES</b>	<p>Numeracy and literacy skills – to GCSE level</p> <p>Basic IT skills</p> <p>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible</p>
<b>KNOWLEDGE</b>	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality