



# Wouldham All Saints Church of England Primary School

Worrall Drive, Wouldham, Rochester, Kent, ME1 3GE  
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Headteacher : *Mr Carl Fitter B-Ed(Hons) NPQH*

## Job Description – Part-time Teaching Assistant

Date : October 2020

Responsible to the Head teacher.

**Hours:** 15 per week, Monday to Friday (Term time only)

### **Purpose:**

*To work under the direction of the Headteacher, providing a safe, caring and stimulating environment for children and to support the class teacher in the teaching and welfare of children.*

### **Responsibilities :**

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.
- Assist teacher/s with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. 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.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Any other reasonable activity that is required under the direction of the head teacher.

Support staff in schools make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

*These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation with you.*