

## **JOB DESCRIPTION**

Job Title: Teaching Assistant

Directorate: Education

Reports to: Class Teacher

Location: Yalding C of E Primary School

Grade: KS3

### **1. PURPOSE OF JOB**

To support the class teacher in the teaching and welfare of children to ensure they attain high standards within their work and educational programmes.

### **2. PRINCIPAL ACCOUNTABILITIES**

- 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 the teacher with learning activities, ensuring the 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.
- Inspire, motivate and challenge children to do their very best.
- To support the whole school ethos ensuring high standards of behaviour and the wellbeing of all children.
- Provide clerical/admin support (e.g. word-processing, photocopying, display, etc.) and undertake record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher. Deliver specific learning programmes or interventions as directed by the SLT or class 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 improvement plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

### **3. NECESSARY EXPERIENCE**

- A good standard of general education (i.e. NVQ level 2 or equivalent) together with good English and Mathematics skills (GCSE C grade or above).
- To have previous successful experience of working with children across the primary age range.
- To be able to use basic technology (computer, tablet, photocopier, camera).
- Have a knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
- To have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- To have good influencing skills to encourage pupils to interact with others and be socially responsible.

#### **4. SCOPE FOR IMPACT**

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.

#### **5. JOB CONTEXT**

TAs will be expected to work effectively with individual pupils and/or small groups under the direction of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs are also expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required