



**Barming Primary School**  
**Part of the Orchard Academy Trust family of schools**

**Job Description:**  
**Teaching Assistant and Key Worker**

**Overall Responsible to:** Headteacher

**Salary Scale:** KR3

**Hours:** 8.30am to 3.15pm (Includes lunch duties)

**Line Manager:** Inclusion Manager

**Responsible for:** Supporting SEND/all children to develop

**Job Purpose:**

- To work with classroom teachers to support the delivery of quality teaching and learning and to help raise standards of achievement for all children.
- To deliver support programmes that enable all children to access the curriculum.

**Necessary Experience:**

- Good Standard of Education (Level 3) together with good Maths and English skills (GCSE English and Maths or equivalent).
- Some experience of working closely with SEND children for Key Workers is preferred but not essential.
- Good ability to use technology (computer, email, photocopier etc)
- Knowledge of policies and procedures relating to child protection, health and safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults.
- Must be motivated and able to work independently with minimal supervision.

**Person Specification:**

**A Teaching Assistant should be:**

- Proactive and dynamic
- Approachable
- Non- judgemental
- A good listener
- A role model
- Realistic
- Patient

**Through their work with children they will seek to:**

- Support in classrooms
- Help to raise standards and achievement

## **Accountabilities**

### **Duties:**

- Liaise with teachers regarding planning and differentiation of work for children/ and those with SEND.
- Know and support set targets.
- Facilitate children's access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
- Prepare and develop materials/resources for students' lessons in different formats (using ICT equipment if necessary) e.g. adapting/enlarging text/reading resources for accessibility.
- Promote positive standards of behaviour – e.g. by keeping children on task, developing positive relationships, modelling good behaviour, supporting the school behaviour policy.
- Support children in small groups under the direction of the class teacher.
- Under direction, support the implementation and delivery of specific programmes
- Under direction, deliver interventions to support progress e.g. reading, comprehension, spelling, handwriting groups etc.
- Administer routine tests and undertake routine marking
- Ensure that children have full access to all areas of the school environment.
- Undertake support activities outside of lessons e.g. lunch time supervision
- Accompany children on off-site activities and external provisions e.g. school trips
- Provide additional support for children who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.
- Actively promote all aspects of the school's SEND provision in a positive way.

### **Administration:**

- Provide clerical/admin support e.g. photocopying, printing, displays etc.
- Contribute to the implementation and review of EHCPs and/or Provision Maps as directed by the Inclusion Manager.
- Monitor the progress and performance of individual/groups of children and keep records relating to children who you have supported if asked to do so.
- Assist in gathering information to inform audits.
- Always feedback to the class teacher on how the children achieved in that lesson or for that activity.

### **General:**

- Follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student.
- Maintain strict confidentiality with regard to both the staff and students within and outside school.
- Work effectively as a team member and to smile when things don't quite according to plan.
- Provide a positive role-model in terms of timekeeping, dress code and work ethos.
- Support the management of health and safety in accordance with the health and safety policy.
- Employees are expected to be courteous to colleagues, parents and children and to provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or for continued employment for any employee who develops a disabling condition.

**Staff Development:**

- To assess development and training needs and discuss with the Inclusion Manager.
- To participate fully in training and other staff development activities and keep personal records of such activities.

**Conditions**

- Teaching Assistants will undertake any other duties which from time to time maybe required and be relevant with the post as deemed necessary by the Executive Headteacher or Headteacher.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher the other.

Name:.....

Date:.....

Signed.....

Headteacher Signature.....