

Ospringe CE Primary School  
Job description – Teaching Assistant

Reports to: SENCo & Headteacher

Grade: Kent Range 3

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1. PURPOSE OF JOB

- Support the class teacher in the teaching and welfare of children to ensure they attain their targets.
- Provide intervention and small group support to identified groups of children

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 meet their learning targets.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support and guide 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 recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
- 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 fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
- Contribute to lunchtime and break time organisation through daily playground duties and the organisation of play activities.

4. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills.
- Previous experience of working with children in a primary school setting.
- The ability to organise and run intervention groups or one-to-one pupil support sessions

- Use of basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

## 5. 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.

## 6. JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher and/or AEN Manager. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be 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.

## 7. ORGANISATION (not line management responsibility)

