



# Kingsnorth Church of England Primary School

## Job Description

**Post:** Teaching Assistant  
**Pay Scale:** APLb

**Responsible to:** SENCO/Assistant Head and Headteacher  
**Liaison with:** School Staff, pupils and parents

**Job Purpose:** To support pupil learning and ensure they attain the targets set by the Class teacher and Assistant Head. To contribute to the management of pupil behaviour and personal care needs. To plan, deliver, resource, assess and report on the interventions, ensuring high impact on pupil progress and enabling pupils to achieve their potential.

### Principle Accountabilities

- To fully engage with the Coaching into Appraisal (CiA) process for performance review
- 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 health and safety and good behaviour of pupils (including off-site activities such as trips etc.). 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.
- 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 as required to ensure own continuing professional development.
- Attend to pupil's personal care needs and assist with the organisation of refreshments and mealtimes to ensure pupils' wellbeing and health and safety.
- Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.
- Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety are maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
- Where applicable identification the need for First Aid and promptly advise the first aider, so that accidents are dealt with safely and quickly
- Pupils are safe and learn
- Work as part of the Kingsnorth Team
- 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. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.

### Necessary Experience

- Good standard of general education (i.e. NVQ level 3 minimum or equivalent) together with good numeracy and literacy skills (GCSE Grade C or above in Literacy and Numeracy)
- Previous experience (1-2 years) of working with children.
- Specialist training such as Manual Handling, Physical Restraint of pupils etc.
- Use 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.
- First Aid qualification would be an advantage.

### 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. Teaching Assistants contribute to pupils' learning and will have a significant impact on pupils' achievement.

### Job Context

Teaching Assistants are expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Teaching Assistants 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.

All members of staff are expected to assist with keeping themselves and others safe. All staff have a responsibility to report any hazards and raise management's awareness of any Health and Safety issues.

As a member of staff at Kingsnorth CE Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality pastoral care of the children in their charge.

However, the job description of the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

**This job description may 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 the job holder.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_

Date: \_\_\_\_\_