



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

High Street, Whitstable, Kent CT5 1AY

Tel: 01227 273630

Headteacher: Ellen Butcher

headteacher@whitstable-endowed.kent.sch.uk

Job Description – Teaching Assistant

Name:

Grade:

Kent Range 3

Responsible to:

Janine Hewitt

Purpose of the Job

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Note on the use of this job description:

This JD may also be used for Teaching Assistants providing 1:1 support to a designated pupil.

Teaching Assistants working in specialist units within mainstream schools should be graded at KR3 and receive an additional SENA allowance.

Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.

Key duties and responsibilities

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data
2. Support children's learning through play





3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Invigilate exams and tests
7. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. Provide short term cover supervision of classes.
9. Support pupils with learning difficulties or disabilities to access mainstream curriculum.
10. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
11. Support pupils with English as a second language so that they understand their lessons and help them to overcome any social or cultural divide.
12. Provide specialist support to gifted and talented pupils.
13. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual Education Plans), including attendance at, and contribution to, reviews.
14. Work with pupils not working to the normal timetable.
15. Lead and review any interventions, inside or outside of the classroom environment that may be required for a child or group of children.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1





Person Specification – Teaching Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	Previous experienced of working with children
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Numeracy and literacy skills• Basic IT skills• 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
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality

