

# THE FEDERATION OF GOODNESTONE & NONINGTON CHURCH OF ENGLAND PRIMARY SCHOOLS

## JOB DESCRIPTION - TEACHING ASSISTANT

Grade: Kent Range 3

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### 1. PURPOSE OF JOB

- To actively promote and contribute to the federation's Christian vision.
- Support the class teacher in the teaching and welfare of all children to ensure they attain and achieve of their best.

### 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 objectives.
- Assist the teacher with learning activities ensuring 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 learning objectives.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher.
- Contribute to delivering learning opportunities planned by the class teacher.
- Undertake monitoring and assessment under the direction of the class teacher.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher.
- To supervise pupils during the lunchtime period to ensure their wellbeing and maintain their safety.
- Be aware of and comply with all school policies and procedures especially those relating to child protection, health & safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Be committed to ensuring the safeguarding of all pupils within the school.
- Contribute to the overall work, values and 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 (within contracted hours) as required to ensure own continuing professional development.

### 3. ESSENTIAL SKILLS / EXPERIENCE

- Good standard of general education together with GCSE (or equivalent) grade C or above in maths and English.
- Previous experience (1-2 years) of successfully working with children in a primary school.
- Use basic technology (computer, video, photocopier)

- Knowledge of policies and procedures relating to safeguarding, 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.
- Have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals as required.
- First Aid Certificate or willingness to obtain