**Ditton Infant School**

**Job Description**

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**Sept 2021**

Post: Teaching Assistant (15 hours p/w term time only (3hrs x 5ams)

Fixed Term Contract Nov-June

Responsible to: Headteacher

Grade: Kent Range 3

A suitably qualified and experienced person who understands the needs of young children. They must be able to communicate with other adults positively, have a flexible approach and enjoy working as part of a team. The teaching assistant will be expected to work under the direction, guidance and support of the class teacher and Inclusion Team and be fully involved in all aspects of school life.

Main responsibilities

* To work under the direction of the class teacher with individuals or small groups through play or planned activities with support from the Inclusion Team.
* To supervise and assist with activities as required giving feedback to the class teacher.
* To liaise with other agencies such as the Speech Therapist, Specialist Teaching

Service, Paediatrician and Educational Psychologist as and when required and assist pupils on therapy or care programmes, designed and supervised by a therapist / teacher.

* To support pupils to understand instructions, facilitate independent learning and inclusion of all pupils.
* To assist in the planning of activities and take a leading role in the planning of some activities as agreed with the class teacher.
* To assist in the monitoring and assessment of activities / interventions, recording progress as and when required.
* To support the teacher in behaviour management and monitor pupil’s social and emotional well-being, reporting to the teacher as appropriate. This will include some break time duties and facilitating games and activities.
* To liaise and communicate with parents, under the direction of the class teacher, reporting back any necessary information.
* To assist with the administration of first aid and the care of sick children consulting with senior members of staff if necessary.
* To assist the teacher on duty at playtimes, supporting the children with a range of appropriate activities.
* To work in co-operation with all staff to ensure that resources and equipment are maintained in a clean, safe condition and are stored appropriately.
* To attend training opportunities such as courses and development days when appropriate.
* To help prepare and clear the learning environment and resources, including photocopying, displays and the presentation of pupils work.
* To contribute to maintaining a safe environment and uphold all safeguarding responsibilities.
* To perform any other duties as agreed with the Headteacher
* To attend first aid training and hold a first aid responsibility in school.

Signed………………………………………………………………Name……………………………………………………………..Date………………………