



**Associate Teacher (Teaching Assistant) – Term time only**

<b>GRADE:</b>	<b>Kent Range 3</b>
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<b>RESPONSIBLE TO:</b>	<b>Class Teacher, SENCO, Senior leadership and Headteacher</b>
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<b>PURPOSE OF POST:</b> To work in partnership with class teachers to support learning in line with the EYFS, primary national curriculum, codes of practice and School policies and procedures. (Subject to year group allocation)
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<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Establish positive relationships with pupils</li><li>• Support pupils with activities which develop English and Maths skills</li><li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li><li>• Promote positive pupil behaviour in line with School policies and help keep pupils on task</li><li>• Interact with, and support pupils, according to individual needs and skills</li><li>• Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources</li><li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li><li>• Monitor and record pupil activities as appropriate writing records and reports as required</li><li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li><li>• Support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li><li>• Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid</li><li>• Assist with the preparation, maintenance and control of stocks of materials and resources</li><li>• Act in accordance with the school's safeguarding procedures when reporting concerns</li><li>• Assist with the development and implementation of individualised programs, e.g. Education &amp; Health Care Plan (EHCP)</li><li>• Liaise with other staff and provide information about pupils as appropriate</li></ul>
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	<ul style="list-style-type: none"> <li>• Assist with the display and presentation of pupils’ work</li> <li>• To supervise pupils and facilitate games and activities for limited and specified periods including break-times</li> <li>• Assist with escorting pupils on educational visit</li> <li>• Undertake lunchtime duties on a contracted regular basis</li> <li>• Supervise/lead class in planned learning activities in the absence of the teacher</li> </ul>
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<b>Wider responsibilities</b>	<ul style="list-style-type: none"> <li>• Understand and apply School policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant School meetings as required</li> <li>• Respect confidentiality at all times</li> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> </ul>
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<b>Person Specification</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working with children.</li> <li>• Ability to relate to children and adults, understand their needs and respond accordingly.</li> <li>• Good influencing skills to encourage students to interact with others and be socially responsible.</li> <li>• The ability to work well in a team and independently.</li> <li>• Excellent communication and interpersonal skills, both written and verbal.</li> <li>• Numeracy and literacy skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>
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***The Galaxy Trust is committed is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

**Agreed by Postholder:  
Headteacher:**

**Date:  
Date:**

