



Job Description & Person Specification

Teaching Assistant

Job Details

Salary: Kent Range 3

Hours: 20 hours per week; Term-time + 5 INSET days

Contract Type: Permanent

Reporting to: Phase Leader

Deputy Headteacher

Phase Leader

Class Teacher

Teaching Assistant

Main Purpose of the Job

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

Main Duties & Accountabilities

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:

6. Record basic pupil data
7. Support children's learning through play
8. Assist with break-time supervision including facilitating games and activities
9. Assist with escorting pupils on educational visits
10. Support pupils in using basic ICT
11. Invigilate exams and tests
12. 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)

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding.
- Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 1 or 2 Diploma (or equivalent) with proficient practical skills
EXPERIENCE	<ul style="list-style-type: none">• Successful relevant experience 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	<ul style="list-style-type: none">• Requires knowledge and procedures for supporting and leading learning activities in a specialist area.• Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality