Kent County Council
Job Description: Teaching Assistant

School: **Wateringbury CE Primary School**

Grade: **Kent Range 3**

Responsible to: **SENCo and Headteacher**

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.

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 and lunch-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.Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

Footnote: 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