

Shears Green Infant School



Packham Road
Northfleet
Kent
DA11 7JF
TEL: 01474 566700

Website: www.shearsgreeninfantschool.co.uk

Head Teacher: Ms Hayley Kotze BEd Hons, NPQH
headteacher@shears-green-infant.kent.sch.uk



Job Description

POST: Teaching Assistant

RESPONSIBLE TO: Headteacher

Reports to: Inclusion Manager & Year Group Manager

This position requires a DBS Enhanced Disclosure.

Grade: Kent Range 3 - £18,425 FTE
Hours: 31.20 hours per week

PURPOSE OF JOB:

To support the Inclusion Manager and class teachers in the teaching and welfare of children to ensure their individual needs are met, enabling them to fully develop as holistic learners.

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 children to meet their learning targets.
- Assist teachers with learning activities ensuring health and safety and good behaviour of children. Support children in accessing learning activities as directed by the teachers to enable children's progress towards their targets. Be aware of and support differences to ensure all children have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of children's learning, behaviour management, child protection etc. as directed, in order to support the teachers delivering the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, teaching and learning, positive behaviour management, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure children's wellbeing.

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- e) Plan, timetable and lead small group work in specialist programs such as Write Dance, BEAM, Sensory Circuits, Write from the Start, Toe by Toe, Memory Fix, Fireworks, Communication Fix, Talk and Draw, Circle of Friends and Circle Time. Support individual learning needs, such as assisting children with Speech and Language programmes, use of individual visual timetables and social stories. Support children with individual behaviour needs.
- f) Plan, deliver and evaluate learning activities, for individuals or small groups, liaising with Inclusion Manager, Year Group Manager, teachers, TAs and sometimes parents.
- g) Attend to the physical care of children e.g. assisting with first aid and toileting.
- h) Support children with physical/medical difficulties to enable them to be as independent as possible.
- i) Contribute to the overall work/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.
- j) Supervise and support children during playtime and other outside activities.
- k) Undertake training and other learning activities and attend relevant meetings as required (within contracted hours) to ensure own continuing professional development.
- l) To be aware of and will adhere to the Health and Safety Policy within the school.
- m) Additional duties will be required which will be inline with Job description as directed by Headteacher.

NECESSARY EXPERIENCE

- a) Good standard of general education (i.e. NVQ level 3 or equivalent) together with good numeracy and literacy skills.
- b) Previous experience (3-4 years) of working with children.
- c) Previous experience of working with the type of specialist programmes and strategies mentioned above (some training can be given).
- d) Use basic technology (computer - excel / word, smartboard and photocopier).
- e) Knowledge of policies and procedures relating to child protection, health and safety, teaching and learning, positive behaviour management, GDPR, equal opportunities and confidentiality.
- f) Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- g) Good interpersonal skills to encourage children to interact with others and be socially responsible.

SCOPE FOR IMPACT



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Support staff in schools make a strong contribution to children's learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to children's learning and can have a significant impact on children's achievement.

Shears Green Infant School is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment