



SHEERNESS WEST FEDERATION

JOB DESCRIPTION

JOB TITLE:	TEACHING ASSISTANT (FIXED TERM INITIALLY)
REPORTING TO:	HEAD OF SCHOOL & DEPUTY HEAD OF SCHOOL
GRADE:	KSA
HOURS/WEEKS:	UP TO 27.5 HOURS PER WEEK 39 WEEKS PER YEAR
SITE:	ROSE STREET PRIMARY SCHOOL

Purpose of the Job:

To work with teachers to support teaching and learning, provide general and specific assistance to pupils and staff under the direction, as well as guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

Support for Pupils

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions to support independent learning and inclusion of all pupils.

- Support the teacher in using our behaviour management policy and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- 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.

Support for Teachers

- Support teachers in promoting good behaviour in the classroom and across the school.
- Support teachers in their delivery of a differentiated curriculum.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.)
- Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed, to support the teacher in delivering the specific learning programmes set for each child.
- Maintain a clean, safe and orderly working environment – ensuring that equipment/resources/materials are set out as per instructions and used safely.
- To support colleagues who cover PPA time for class teachers.
- To support colleagues who cover absence for class teachers.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality

and data protection, reporting all concerns to an appropriate person.

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

GENERAL DUTIES

- To attend playground duty when required to do so.
- To contribute to extra-curricular activities.
- To be responsible for attending to children with minor injuries during playtimes.
- To carry out other duties as requested by the Head of School or Deputy Head of School from time to time.
- To participate where possible in in-service training, including occasional staff meetings as and when appropriate.
- To assist with first aid and personal care needs of children.

This job description describes, in general terms, the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained there may vary or be amended in consultation with the post holder from time to time without changing the level of responsibility associated with this post.

**PERSON SPECIFICATION
TEACHING ASSISTANT**

	ESSENTIAL	DESIREABLE
QUALIFICATION	Good basic education with competency in literacy and numeracy.	Willingness to undertake further training. Recognised qualification in childcare.
EXPERIENCE	Previous experience of working with children and families in the public, private or voluntary sector.	
SKILLS AND ABILITIES	Excellent communication, listening and observation skills. Ability to handle confidential information. Organisational abilities and accurate record keeping skills.	

	Good interpersonal and collaborative skills. Trustworthy, reliable, punctual, ability to work independently and as part of a team.	
KNOWLEDGE	Equal Opportunities and Racial Equality.	Knowledge of local national and school policies for literacy, numeracy, behaviour management, child protection and ICT including virus controls and access to the Internet. Awareness of resources to help pupils to develop their literacy, numeracy and communication skills.