



ST. GEORGE'S C of E FOUNDATION SCHOOL

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
GRADE:	Kent Scheme A
ACCOUNTABLE TO:	Assistant Headteacher
JOB PURPOSE:	To support the learning and progress of Special Needs Pupils
DIRECTLY RESPONSIBLE TO THE POSTHOLDER:	Not applicable
TEAM LEADER TO: (Performance Management)	Not applicable

KEY ACCOUNTABILITIES:

All staff at St George's C of E Foundation School are deemed to be engaged in regulated activity and thus are expected to actively support and promote the vision and values of the school including being committed to safeguarding and promoting the welfare of children.

- To liaise with the Assistant Headteacher's PA and Director of SEND on a regular basis.
- To carry out the duties of a Teaching Assistant.
- To assist, as and when necessary, pupils with special needs as defined by their Provision Plans or personalised plans, in collaboration with the Subject Teacher.
- To assist the relevant Subject Teacher/ Assistant Headteacher with the monitoring of specific pupils.
- To assist the relevant Subject Teacher/ Assistant Headteacher, where appropriate, with the production of differentiated work.
- To assist the Assistant Headteacher to work with individual pupils or small groups on specific targeted interventions.

To support pupils in timetabled lessons, taking into account their special needs, and aid learning as effectively as possible by:

- establishing a supportive (rather than dependant) relationship with the pupils
 - clarifying and explaining instructions
 - motivating and encouraging pupils to be as independent as possible
 - helping pupils to concentrate on and finish work set
 - treating pupils in accordance with the Consequence System i.e. rewards and sanctions
 - where appropriate, adapt work set in lessons, with Teacher's agreement
 - developing ways of promoting/reinforcing self-esteem
 - Supporting pupils when taking part in a school visit/trip
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- To assist the Subject Teachers when appropriate.
 - To assist the Examination Officer in the role of reader, scribe or invigilator for public examinations.
 - To keep accurate records as required by the Assistant Headteacher.
 - To participate in continuing professional development.

- To liaise with the Assistant Headteacher in cases where there is concern over the safety or emotional well-being of a pupil.
- To maintain strict confidentiality with regard to both the teachers and pupils within and outside the School.
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- Be aware of, and follow all school procedures and policies, e.g., Consequence System, Positive Handling, First Aid, Safeguarding children (Child Protection), Professional Conduct, Equal Opportunities, and complete appropriate documentation as required.
- To carry out any other duties in line with the responsibility level of the post under the direction of the Assistant Headteacher.

This job description will be reviewed annually by the Assistant Headteacher.

February 2021
Updated October 2024
Updated January 2025