



Hertfordshire County Council  
**The Grove Infant and Nursery School**

Dark Lane, Harpenden, Herts. AL5 1QD

Headteacher: Ms A Sharkey

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### **Job description for Teaching Assistant**

**Job Title:** Teaching Assistant

**Responsible to:** Class Teacher

**Key purpose of job:** To support and assist the class teacher in meeting the educational and pastoral needs of pupils in the class

**Term of contract:** Fixed term contract until July 2026

**Pay scale:** H2-H3 - TBD

**Hours:** 30 – part time considered.

**Start date:** 9<sup>th</sup> June 2025

#### **DUTIES**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Work with the class teacher and INCo to deliver interventions for groups or individuals
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Provide short term cover supervision of classes
- Lunch duty – over the daily lunch period providing support whilst children are eating and during their lunch playtime
- Administer medication in accordance with an agreed plan under direction of the healthcare practitioner and with appropriate training (as required).

Teaching Assistants may also undertake some or all of the following:

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual support/education plans for pupils
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Support with the administration of tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development.

#### **EQUALITIES**



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England



Be aware of and support inclusion, and ensure that pupils have equality of access to opportunities to learn and develop.

## **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## **SAFEGUARDING**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form.

## **ADDITIONAL INFORMATION**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **PERSON SPECIFICATION**

- GCSE A-C or NVQ level 2 in numeracy & literacy (or equivalent)
- Intermediate knowledge of ICT
- Knowledge and/or experience of EYFS/KS1
- Basic knowledge of First Aid Level 1
- Knowledge of Child Protection and Safeguarding policies and procedures
- Awareness of Data Protection and confidentiality
- Understanding of the school's ethos and values
- Able to communicate effectively and sensitively with a wide variety of children, parents, staff and outside agencies
- Ability to work in a team
- Ability to show initiative

## **SUPERVISION**

The post holder is managed either by a member of the school's senior management team. The school's performance management policies and practice determine the frequency of meetings.