



## **Hertingfordbury Cowper C of E V A Primary School**

**'Rooted in Jesus, Growing in Wisdom, Overflowing with Thankfulness'**  
(Colossians 2:7)

### **Teaching Assistant - H2**

#### **Purpose of the role:**

- To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff.
- To support the school's Christian ethos and to contribute to implementing the school aims.

#### **Responsibilities:**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate. This could include working with the whole class, small groups or individual pupils and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- To assist the class teacher to deliver the curriculum to children who have additional needs within the classroom framework.
- To assist in the formulation and implementation of support plans as directed by SENDCO, in line with school policy.
- To work on individual programmes with the children under the direction and guidance of the class teacher and the SENCO.
- To provide the teacher and SENCO with detailed feedback and assessment on the child's progress to inform the next stage of planning.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour, as required.
- Ensure that all pupils are safe in school and that all safeguarding practices are followed.
- Understand and support independent learning and inclusion of all pupils as required.
- 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
- Record basic pupil data helping the teacher to track progress

- Assist with break-time supervision including facilitating games and activities both midmorning and lunchtimes, this can include administering basic first aid.
- To develop knowledge, skills and understanding relevant to this post through regular attendance on in-service training
- Administer routine tests and low key marking
- Accompany teachers and pupils on trips and out of school activities, working with individuals and small groups
- Assist pupils with eating, dressing and hygiene, including intimate care, as required, whilst encouraging independence and administering first aid where necessary.
- To cover for short-term absence of the teacher
- Assist in looking after a wider area of the school which could be resources or enhancing an area of the curriculum
- Any reasonable task required by the Headteacher to assist in the smooth running of the school and within the capability of the post holder

#### **ADDITIONAL INFORMATION**

- The jobholder is required to contribute to and support the overall aims and ethos of the school and follow all school policies.
- 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.
- The jobholder will be consulted before any change is made to this job description.

<b>Knowledge</b> NVQ level 1 or above (or equivalent) Basic knowledge of ICT Awareness of Health, wellbeing and safety Awareness of keeping children safe Awareness of Data protection and confidentiality Basic knowledge of First Aid Understanding of the Schools ethos and values	<b>Competencies</b> Communication (written and verbal) Problem Solving Team working Active Listening Motivation
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*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. If you are invited to an interview you will receive more information.*

**Employee's Signature:** ..... **Date:** .....

**Headteacher's Signature:** ..... **Date:** .....