

Hormead CofE First and Nursery School

Job Title: Teaching Assistant

Location: Hormead First and Nursery School

Pay grade: H2

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Responsibilities:

- 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 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
- 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

Teachings Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Knowledge	Competencies
NVQ level 1 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
Basic knowledge of First Aid	
Understanding of the Schools ethos and values	

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This role will be reviewed annually as part of the PMD process

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.

Hormead CofE First and Nursery School

Job Title: Teaching Assistant

Location: Hormead First and Nursery School

Pay grade: H3

Purpose of the role: To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Responsibilities:

- 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
- 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

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 development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and 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
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes

Knowledge NVQ level 2 in numeracy & literacy (or equivalent) Intermediate knowledge of ICT Basic knowledge of Health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Awareness of Data protection and confidentiality Understanding of the Schools ethos and values	Competencies Communication (written and verbal) Problem Solving Team working Active Listening Motivation
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Hormead CofE First and Nursery School

Job Title: Teaching Assistant

Location: Hormead First and Nursery School

Pay grade: H4 (HLTA)

Purpose of the role: To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs

Responsibilities:

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake at least one of the following:
 - Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
- Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

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

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- Provide cover supervision of classes
- Supervise the work of other support staff/trainees
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Invigilate exams and tests
- Escort and supervise pupils on educational and out of school activities
- Guide and support pupils in their personal, emotional and social development
- Prepare and present displays
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable

Knowledge	Competencies
NVQ level 2 in numeracy & literacy (or equivalent) Working towards NOS Intermediate knowledge of ICT Working knowledge of Health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Knowledge of Data protection and confidentiality Understanding of the Schools ethos and values	Communication (written and verbal) Problem Solving Team working Active Listening Drive Monitoring

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Hormead CofE First and Nursery School

Job Title: Teaching Assistant

Location: Hormead First and Nursery School

Pay grade: H5 (HLTA)

Purpose of the role: To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Responsibilities:

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

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

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide cover supervision of classes
- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Invigilate exams and tests
- Be responsible for the presentation of displays.

Knowledge	Competencies
NVQ level 2 in numeracy and literacy (or equivalent) Working towards NOS Good knowledge of ICT (inc tools for planning, research, analysis & admin) and hardware (inc digital cameras, computers, email and internet) Understanding of statutory and non-statutory frameworks for school curriculum Understanding of SEN code of practice and disabilities legislation Understanding of Health and wellbeing, safety and child protection Understanding of the Schools Ethos and Values Understanding of Data Protection and confidentiality	Communication (written and verbal) Decision making Team working Active listening Sensitivity People management Monitoring Drive Adaptability Managing relationships

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Hormead CofE First and Nursery School

Job Title: Teaching Assistant

Location: Hormead First and Nursery School

Grade: H6

Purpose of the Role: To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Responsibilities:

- Plan, prepare and deliver assigned programmes of teaching and learning activities under the overall direction and supervision of a teacher to individuals, small groups and/or classes modifying and adapting activities as necessary.
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Liaise with external agencies on a regular basis
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

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

- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Invigilate exams and tests

Knowledge	Competencies
NVQ level 2 in numeracy and literacy (or equivalent) Gained NOS or HLTA status Good knowledge of ICT (inc tools for planning, research, analysis & admin) and hardware (inc digital cameras, computers, email and internet) Good understanding of statutory and non-statutory frameworks for school curriculum Good understanding of SEN code of practice and disabilities legislation Good knowledge of Health and wellbeing, safety and child protection Understanding of the Schools Ethos and Values	Communication (written and verbal) Analytical thinking Team working Active listening Sensitivity People management Monitoring Drive Adaptability Managing relationships

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