

## **JOB DESCRIPTION**

<b>Title of job</b>	:	<b>Teaching Assistant</b>
<b>Location</b>	:	<b>Buntingford First School</b>
<b>Grade</b>	:	<b>H3</b>

Buntingford First School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties and responsibilities will assist job holders in making their best personal contribution. The role is to provide a duty of care and support for students of all ages and abilities within the school; in the classroom, with small groups and individually.

### **Purpose**

- To provide a high standard care and education for children in the setting.
- To be an effective Key Person if required.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To build and maintain strong partnership working with parents to enable children's needs to be met.

### **Duties and responsibilities**

- To offer assistance for the children within the classroom, to enable the student to participate in the lesson and develop knowledge, understanding and skills.
- To safeguard the children at all times and ensure you are complying with safeguarding policies and procedures.
- To ensure that a caring and stimulating environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential
- To prepare exciting opportunities that meet children's developmental needs and stimulates their learning and integration
- To observe and assess children's development and keep accurate records of their achievements.
- To establish and maintain positive working relationships with parents/carers in a way that supports children's learning and development and values parental involvement.
- To develop student's social skills by reinforcing appropriate behaviour.
- To attend to students' personal needs, including social, health, hygiene, and welfare matters in order for the student to have full access to their learning experience and fulfil their potential.
- To attend to students' physical needs as required, whilst encouraging independence.
- Carry out lunch time supervision ensuring the safety of all children.
- To work, where appropriate, cooperatively with outside agencies
- To act as an ambassador for the school by maintaining a positive image of its aims and objectives.
- To update training and continued professional development.
- To ensure the provision of a high-quality environment to meet the needs of all children and to abide by the Equal Opportunities Policy.

- Be flexible within working practices of the school. Be prepared to help where needed, including domestic jobs within the nursery, e.g. preparation of snacks, cleaning equipment etc.
- Be a pro-active team member, offering appropriate support to your colleagues.
- Ensure care routines are followed with regards to nappy changing (if required), toileting, and handwashing.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
- To communicate effectively with the SLT and Class Teacher regarding all parts of the class.
- To carry out any other duties that might reasonably be required from time to time by the school.

**See Appendix 1**

### **Knowledge and Skills**

- Excellent knowledge of child development and ability to observe and assess children.
- Paediatric First Aid qualified or basic first aid training (Can be provided)
- Ability to work on own initiative and as part of a team.
- Experience of providing high quality care and education to children of the relevant age.
- Ability to keep records that will be helpful to inform planning, activities and feedback to parents, carers and other professional staff.
- Ability to use modern technology.

### **Supervision**

- The jobholder is managed by the class teacher and SLT link.
- The frequency of meetings is determined by the school's performance appraisal policies and practice.

### **Equalities**

- Be aware of and support difference 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.

### **Criminal Records Bureau**

- 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 Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **Additional Information**

- The jobholder 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.

### **Job Context**

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- The principal focus of the job is to support children's learning and care. Staff must be able and enthusiastic about working with a variety of professional disciplines and to put the child at the centre of their work.

### **Physical Effort**

The role involves working directly with children including bending, kneeling and crouching for periods of time.

- It may also involve occasionally lifting or holding children during planned activities, and may include toileting duties.
- The curriculum requires that a broad range of activities, including outdoor play, should be made available for children to access daily, so the role will involve working outdoors
- Lifting and carrying of equipment, and bending and clearing away after sessions are all a daily part of this role, sometimes assisted by the children.

### **Working Environment**

- The job may include clearing up blood or other bodily fluids of children.

**\*\* 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.**

### Appendix 1 – further clarification of responsibilities

Responsibilities	Key Tasks
Classroom Support	<ul style="list-style-type: none"> <li>Assist in planning, organising and delivering of the curriculum</li> <li>Provide a full range of stimulating activities for children as part of their physical, intellectual, emotional and social development</li> <li>Assess and record the progress of pupils in line with school policy.</li> <li>Supervise class and group activities and maintain discipline in line with school policy</li> <li>Encourage the development of language and speech including the provision of additional assistance and support for those children with special needs.</li> <li>Liaise with other professionals who may advise and support.</li> <li>Assist the teacher and/or other professionals in devising individual teaching programmes involving basic self-care and cognitive skills.</li> <li>Participate in the development of curriculum policies and working practices</li> <li>Develop and encourage home-school links and attend appropriate consultation evenings.</li> </ul>
Pastoral Care and Supervision	<ul style="list-style-type: none"> <li>To attend to the health, welfare and safety of the children at all times including playground supervision, care and cleaning of toys and toileting if necessary.</li> <li>Supervision of children at lunch time.</li> <li>To assist with the conduct and discipline of children at all times.</li> <li>To administer first aid and maintain formal records of such treatment, subject to suitable training and instruction being provided.</li> <li>To encourage and foster close relationships with children and their parents, offering help and guidance where appropriate.</li> <li>To accompany and assist in planning school visits</li> </ul>
Environment & Resources	<ul style="list-style-type: none"> <li>Assist in creating and maintaining a stimulating environment with a range of displays</li> <li>Work collaboratively with colleagues to assist the general administration of school events</li> <li>Assist in the ordering of stock and the tidy maintenance of resource areas</li> </ul>
Training	<ul style="list-style-type: none"> <li>Attend agreed professional development courses &amp; School INSET Days</li> <li>Attend appropriate staff meetings</li> <li>Provide guidance and training for students, voluntary helpers &amp; work experience pupils</li> <li>Where practicable cover for absent colleagues</li> </ul>
Other	<ul style="list-style-type: none"> <li>Any other duties reasonably assigned by the Headteacher</li> </ul>

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.