



JOB TITLE: Teaching Assistant (including MSA duties)

REPORTS TO: Headteacher

SALARY 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.

Key responsibilities

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. 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.

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

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

Duties

Supporting the pupil

- Developing a knowledge of a range of learning styles and how best to support pupils' individual needs.
- Developing an understanding of the specific needs of the pupils to be supported.

- Encouraging pupils to find their own methods to solve problems and to explain their strategies.
- Supervising and providing individual support for pupils with identified special educational needs.
- Developing/adapting an activity to make it accessible to the pupils
- Supporting pupils' learning by helping them to use a variety of equipment and materials.
- Clarifying and explaining instructions.
- Listening to the pupils.
- Establishing supportive relationships with the pupils.
- Attending to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters as necessary.
- Using positive language and praising pupils' achievements.
- Promoting pupils' self-esteem/confidence and their independent learning skills.
- Helping pupils to concentrate on and finish work set.

Supporting the teacher

- Knowing what the teacher wants the pupil to learn from the activity/task.
- Knowing the pupils' targets.
- Assisting with the planning, supervision or teaching of individuals or small groups of pupils.
- Preparing classrooms for activities, clearing up afterwards and assisting with the display of pupils' work.
- Assisting in the observation, assessment, record-keeping and reporting of individual children's educational progress.
- Liaising with the class teacher and SENCo, to carry out a planned programme of work to support a pupil's Individual Educational Plan (IEP) or personal Care Plan.
- Providing regular feedback about pupil progress to the teacher.
- Contributing to review meetings, as appropriate.
- Assisting the class teacher, when appropriate, in administration e.g. photocopying, filing, recordkeeping and producing and developing learning displays etc.
- Accompanying teachers and pupils on out-of-school activities and taking responsibility for a group, under the direction of a teacher.

Midday Supervisory Assistant (MSA) duties

- Prepare the dining hall for school lunches and clear away afterwards.
- Supervise the pupils when they are in the dining room eating lunch:
 - Help to cut food for children who are struggling.
 - Instil good table manners.
 - Help to instruct in the correct use of cutlery.
 - Carry trays for younger children if necessary.

- Maintain an acceptable volume level in the hall and good standards of behaviour.
- Supervise pupils on the playground:
 - There must always be at least one person on duty when children are on the playground.
- Supervise pupils in class areas when weather is inclement.
- To administer basic first aid if required.
- Clear up the dining room after the lunch on a rota basis, including:
 - Clearing any food and wrappings left on the tables.
 - Wiping the tables.
 - Sweeping and mopping the floor.
 - Checking chairs are clean.
 - Organising the putting away of dining tables.
- Carrying out other auxiliary duties as requested by the Headteacher.

During the dinner hour, the roles of each MSA will be completed on a rota basis.

Supporting the School

- Acting in a professional manner and maintaining confidentiality at all times.
- Being aware of school procedures and policies.
- Participating in whole school timetables and rotas, where appropriate.
- Understanding and making efforts to enhance the communication between everybody in school.
- Undertaking of first aid duties.
- Carrying out other auxiliary duties as requested by the Headteacher.

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.

Job context

- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Carry out allocated tasks under the supervision of a teacher, problems generally referred.
- 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.

Knowledge, Skills & Abilities

- Experience of working with or caring for children of the relevant age.
- Good English and mathematical skills (Maths and English GCSE qualifications (or equivalent) at least at grade C / 4 or 5).
- Working at or towards national occupational standards (NOS) in Supporting Teaching and Learning (core and relevant optional units as required) reflected in the level 2

NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework or equivalent experience.

- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- Communicates with pupils to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/ carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Basic knowledge of first-aid.
- Ability to use ICT to support learning.
- Setting up and use of educational equipment and/or keyboard skills.
- Understanding of learning programmes and strategies or the ability to learn quickly.
- Ability to work in and as part of a team.

Supervision

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant.
- Day to day direction/ supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or small groups of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Dimensions

- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use equipment, such as play and standard ICT equipment.
- Will record basic pupil data.

Physical Effort

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/ or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents, and classroom furniture as necessary.

Working Environment

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

Equalities

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

Health & 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.

Disclosure and Barring Service Checks

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 check will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to attend and participate in relevant in-service training and other learning activities, and in annual performance appraisal and development, as required by the school's policies and practice.

Review of duties

The postholder is expected to accept any reasonable alterations that may from time to time become necessary.

The specific duties attached to any individual are subject to annual review and may, after discussion with the employee, be changed.

Signed: _____

Date: _____