



**THE
GILES NURSERY
AND
INFANTS'
SCHOOL**



Headteacher : Mrs Rouane Mendel
Assistant Headteacher: Miss Lisa Hill

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JOB DESCRIPTION

JOB TITLE: Teaching Assistant
SALARY GRADE: Dependant on experience and or qualifications
HOURS: 27.5 hours per week, term-time only

PURPOSE OF THE JOB

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

MAIN AREAS OF RESPONSIBILITY AND OTHER DUTIES

- To work with individuals one-to-one or in small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- To attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters as required.
- To support pupils to understand instructions support independent learning and inclusion of all pupils
- To support the teacher in behaviour management and keeping pupils on task
- To support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- To assist with the planning and delivery of learning activities and interventions.
- To assist with planning, tuition and assessment of pupils in all areas of the curriculum.
- Where appropriate, liaise with the school's Speech and Language Base team and support children with complex speech and language needs as directed.
- To liaise with the parents and carers under the direction of the teacher and to maintain a good relationship with staff and pupils.
- To assist with the supervision of children at break times.
- To relieve teachers by implementing tasks. To assist in stock and equipment management and to carry out photocopying and other general office duties as required.
- To maintain records of progress and achievement relating to specific groups of children, to make notes on children's progress/attitude to learning during group and individual sessions
- To work across the school as directed, ensuring that the environment is stimulating and reflects the children's learning (in particular developing the classroom environment, preparing resources, organising classroom displays and tidying away).
- To attend children involved in minor accidents and to look after their health and hygiene requirements.
- To be deployed in other areas within the school when pupil numbers would make this a more effective use of resources.
- To undertake general duties as required by the Head Teacher
- To be open to developing your own professional development, take on training and support.
- To maintain good behaviour within the classroom, (class and school expectations)
- To perform any other reasonable tasks requested by the Head or teachers.

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.

AUTHORITY TO

Under guidance of the teacher, implement school policies, including our Behaviour Policy, and procedures. Liaise with colleagues, parents or carers and with external professional staff as appropriate.

KNOWLEDGE, TRAINING, EXPERIENCE, EDUCATION AND QUALIFICATIONS

- Experience of working with, or caring for children of the relevant age.
- Level 2 or above qualification related to supporting teaching and learning in the classroom
- Good numeracy and literacy skills to GCSE level, including good communication skills both written and oral.
- Basic knowledge of first aid.
- Ability to use modern technology, with basic knowledge of ICT.
- Awareness of keeping children safe
- Awareness of health, wellbeing and safety
- Awareness of Data Protection and confidentiality
- Understanding the school's ethos and values
- Ability to work as part of a team.
- Active Listening
- Problem solving
- Motivation.

CHILD PROTECTION

The school adheres strictly to all child protection and safeguarding policies and procedures. All staff will have child protection and safeguarding induction within their first week of work and will receive child protection training.

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 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.

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.

**** 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.**

SUPERVISION

Your work is to be planned and discussed with the class teacher to whom you are immediately responsible. Your timetable is to be organised by the Head Teacher.

CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers.