



Goldfield Infants' and Nursery School

TITLE OF JOB : TEACHING ASSISTANT/LEARNING SUPPORT ASSISTANT
LOCATION : GOLDFIELD INFANTS' AND NURSERY SCHOOL
GRADE : H1 – H2 depending on experience

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide support to teachers in the management of pupils' learning.

1 b) DUTIES

The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties.

Teacher Support

- To provide a full range of learning opportunities for children appropriate to Age Related Expectations
- To encourage the development of speech and language, including assistance and support for those children with special needs
- To be actively involved in the discussion and development of school policies and practice
- Supervise and provide individual support for pupils (including those with SEN as a Learning Support Assistant) as directed by the class teacher
- Organise and prepare classrooms and resources. Assist with the display of pupils' work
- Lead activities/intervention strategies with small groups and individuals
- Support whole class activities
- Communicate with class teachers and other staff to ensure that information about pupil learning or other needs is passed on
- Support other staff in carrying out and recording on-going assessments
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- Provide support and supervision for children during playtimes and lunchtimes.
- Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of a teacher
- Take on an MSA role as required

Curriculum

- To discuss with and assist the teacher with the planning of teaching and learning within the expectations of the year group
- To monitor children's progress by assessing how well learning objectives have been achieved and using this assessment to improve specific aspects of teaching
- Monitoring children's responses to activities, providing constructive feedback to the child and setting targets for the child's progress
- To be sensitive to the individual needs and stage of development of children
- To participate in all areas of the curriculum
- To assist the teacher and other professionals, e.g. speech therapists, in implementing individual education programmes involving basic self-care and cognitive skills
- To maintain records of allocated children's progress and achievement

Individual Pupil Support and SEN

- 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.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Participate in training to further enhance knowledge and skills to support work with children with a range of abilities and needs, including specific intervention strategies where appropriate.

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

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.

Child Welfare

- Take responsibility for safeguarding children, including referral of any child protection concerns and ensuring the security of the grounds
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- To review and maintain resources and equipment.
- To assist with the conduct and behaviour of children at all times.
- To attend to the physical welfare of children including any special programmes devised by professionals, e.g. speech therapist, physiotherapist
- To dress minor wounds and help maintain formal records of such treatment

1 c) EQUALITIES

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

1 d) 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.

1 e) 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 DBS 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.

1 f) 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.**

2. SUPERVISION

The jobholder is managed either by a member of the school's senior management team or by a more senior teaching assistant. The frequency of meetings is determined by the school's performance management policies and practice.

No supervision of staff.

3. JOB CONTEXT

A jobholder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade for any job above Level A, the jobholder must be spending at least 50% of his/her time on higher level duties. These duties are specified in each job description above Level A.

A set of job descriptions are available to allow some employees to grow into the next job description provided:

- a) the school has sufficient work of the right level that would justify the next job description
- b) and the jobholder has gained sufficient knowledge and skills, either through qualifications or through experience, to fulfil the duties of the next job description

4. CONTACTS

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

5. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with or caring for children of the relevant age
- ◆ Good numeracy and literacy skills
- ◆ NVQ2/3 preferred, or willingness to participate in training when in post
- ◆ Basic knowledge of first aid
- ◆ Ability to use, or develop knowledge of technology including photocopier, laptop, ipad, interactive whiteboard
- ◆ Ability to work in a team

6. PHYSICAL EFFORT

The job may involve lifting furniture and play equipment. It may be necessary to support a child following a fall or accident. This school follows guidance within the Hertfordshire Steps programme for moving children in a safe way, training will be provided.

7. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident of sudden illness.