

## **Scholars' Education Trust**

### **JOB DESCRIPTION**

<b>Title of job</b>	:	<b>Teaching Assistant</b>
<b>Location</b>	:	<b>Hemel Hempstead School</b>
<b>Grade</b>	:	<b>H3</b>

The role is to provide academic and pastoral support for students of all ages and abilities within the school.

Previous experience of working as a Teaching Assistant would be a distinct advantage but not essential as training can be given.

### **Duties and responsibilities**

- To support students within the classroom and to develop knowledge, understanding and skills that enable them to participate fully in the lesson.
- To develop a student's social skills by reinforcing appropriate behaviour.
- To support the learning and development of specific groups of students and individual students, as directed by the SENDCo.
- To mentor individual groups of students and help to set targets with them.
- To build positive relationships with the students in order to raise their self-esteem and develop their confidence.
- To attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters. This may include pushing a wheelchair or lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.
- To provide feedback to the SENDCo regarding student progress and effectiveness of support.
- To liaise with parents, staff and external agencies, in consultation with the SENDCo.
- To play an active role in the administrative duties within the faculty.
- Have an understanding of the SEND Code of Practice in order to ensure statutory requirements are met.

### ***Support for subject teachers:***

- To support in the delivery of the lesson and the management of the whole class.
- To provide support for students of all abilities, and in all subjects delegated by the SENDCO, by helping them to complete tasks set by the teacher.
- To liaise with subject teachers in order to develop an effective in-class support partnership.

### ***Support for the curriculum:***

- To assist in the production of learning materials.
- To develop an understanding of the requirements of the National Curriculum, relevant to the subject areas supported.

***Support for the school:***

- To attend appropriate meetings and in-service training.
- To be aware of and follow school policies and procedures.
- To understand and further the aims and ethos of the school.
- To be aware of and support differences and ensure that pupils have equality of access to opportunities to learn and develop.
- To be aware of and comply with policies and procedures relating to child protection, health and Safety and security, confidential and data protection; and report all concerns to an appropriate person.

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.

**Person Specification**

Essential	Desirable
<i>Qualifications</i>	
Educated to GCSE level (or equivalent) with English and Maths at grades A*- C	Degree/ A level / NVQ level 2
<i>Skills and Experience</i>	
Previous experience of working with young people	Previous experience of working with young people in a school
Good communication, ICT and interpersonal skills	Ability to communicate on a range of levels
Understanding of the educational system and education needs of children	Knowledge of planning and development of educational activities

Willingness to undertake appropriate further training including a range of learning needs and diagnoses, such as support for mental health.	Willingness to acquire first aid qualification
Ability to participate in physical activities	Ability to meet the physical needs of pupils
<i>Personal Attributes</i>	
Vision, energy and enthusiasm	
Present a professional image at all times with high personal standards	
Willingness to participate in the wider life of the school	
Ability to work effectively as a member of a team	
Ability to work on own initiative	