

TITLE OF JOB : TEACHING ASSISTANT
LOCATION : Mill Mead Primary School
GRADE : H3

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide high level 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 this duties

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- ◆ Assist with the planning and delivery of learning activities
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Undertake routine assessments
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Assist with the development and implementation of individual education plans and personal care programmes.
- ◆ From time-to-time, supervise whole classes during the short-term absence of a teacher.
- ◆ Within an agreed system on supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives.

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

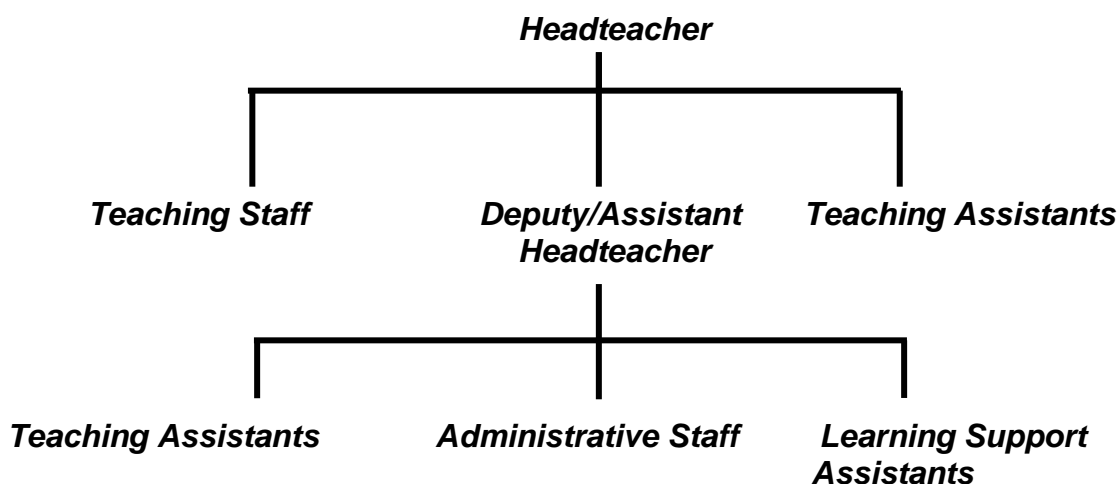
The jobholder is required to contribute to and support the overall aims and ethos of the school.

Confidentiality and the utmost professionalism are expected at all times.

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. ORGANISATION CHART



3. SUPERVISION

The Deputy or Assistant Headteacher manages the jobholder. The school's performance management policies and practice determine the frequency of meetings.

No supervision of staff.

4. 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 job holder is managed by the Deputy or Assistant Headteacher but may work with several teachers. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

5. CONTACTS

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with children of the relevant age.
- ◆ Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements.
- ◆ Ability to make effective use of modern technology to support teaching and learning.
- ◆ Ability to work with a minimum of supervision and within a team.
- ◆ Ability to manage pupils in a classroom setting.

7. PHYSICAL EFFORT

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?

The job may involve lifting children after falls or accidents.

8. WORKING ENVIRONMENT

To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.

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