



## Job Description for Teaching Assistant

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| <b>Job title:</b>     | Teaching Assistant  |
| <b>Location:</b>      | Amwell View School, Station Road, Stanstead Abbots, Ware, Herts, SG12 8EH   |
| <b>Hours:</b>         | Monday – Friday 08:45-15:45, one day a week finishing at 17:15 for afterschool club (34 hours per week) term time only. |
| <b>Salary band:</b>   | H3.1, £19,711 pro rata  |
| <b>Contract type:</b> | Permanent   |
| <b>Reports to:</b>    | Senior Leadership Team / Class Teacher  |

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below 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.

The job description will be updated regularly in line with school's development plan

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### 1. Introduction

1.1 You are accountable to the Headteacher and the Governing Body through the schools Organisation Chart.

1.2 You are required to maintain the school's ethos in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement ensuring that all learners have all the support they need to help them make the most of these opportunities.

1.3 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 schools' policies and practices.

### 2. The role of a Teaching Assistant at Amwell View School

2.1 We are looking for a committed and enthusiastic Teaching Assistant, with a flexible approach to work and a personable and compassionate attitude to join our school. You will support the education of pupils and students with special educational needs (SEN)

2.2 The principal focus of the job is to support individual pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils)

2.3 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

2.4 The jobholder works with Teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as Educational Psychologists.

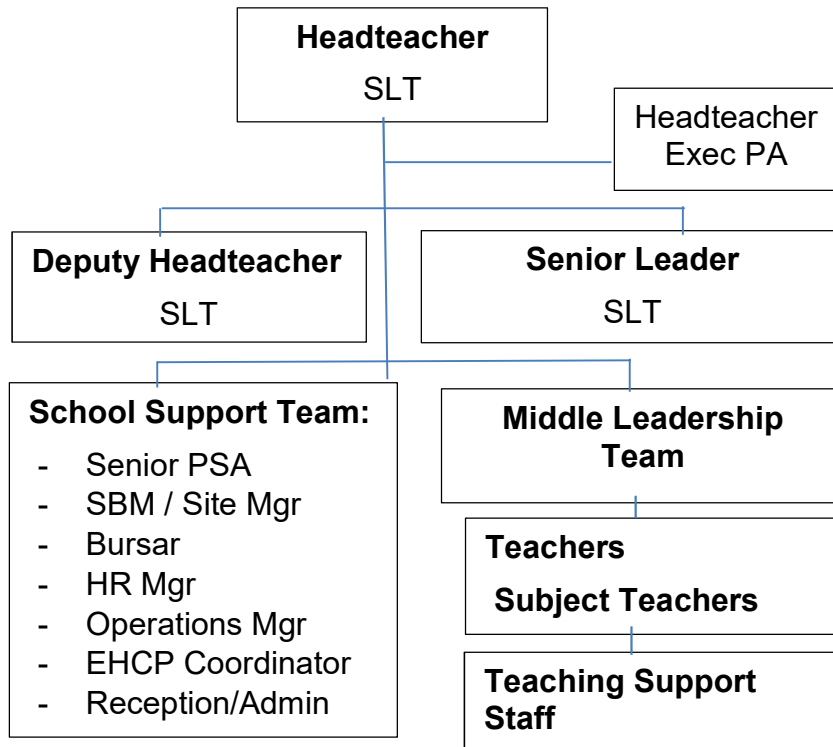


### 3. Key areas of responsibility

#### 3.1 Duties:

- Attend to pupils’ personal needs, including social health, hygiene, firstaid and welfare matters
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing, record keeping, making resources
- Assist with the planning and delivery of individual education plans (or other pupil-specific plans)
- Monitor and evaluate pupils’ progress and maintain pupil records
- Use specialist knowledge or experience to support pupils’ learning
- Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of each pupil.
- Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers

### 4. Organisation chart



### 5. Accountabilities

5.1 The jobholder is managed by the class teacher a member of the Senior Leadership Team

5.2 The jobholder works under the day-to-day direction and supervision of the Class Teacher to whom he/she is assigned.

5.3 You are required to:



- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.
- Ensure that all pupils are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances pupils learning.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures.

## **6. Equalities**

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

## **7. Health & Safety**

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

7.2 The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

7.3 The job may include clearing up blood and other bodily fluids of children.

## **8. Disclosure and barring service**

8.1 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 Criminal Records Bureau 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.

## **9. Safeguarding children and safer recruitment**

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



### Person Specification - Teaching Assistant

| Essential  | Desirable   |
|--|---|
| <b>Qualifications:</b>   |   |
| GCSEs English and Math's Grade C/Grade 5 and above<br>High standard of written and oral communication<br>Experience of working in a similar setting/ position<br>Understand strategies to support vulnerable children  | Evidence of accredited learning relevant to the post (at NVQ LEVEL 2/3)<br>Recent and relevant safeguarding training<br>Intimate care – toileting and other personal care<br>Able to demonstrate high standards of care, respect and resilience |
| <b>Personal Attributes:</b>  |   |
| Genuine passion and a belief in the potential of every pupil<br>Understands of the needs of children<br>Ability to work in a team<br>Self-motivated and reliable<br>Ability to communicate effectively and relate well to others<br>Effective time management and organisational skills<br>Commitment to inclusion, equity and the safeguarding and welfare of all pupils<br>Demonstrate excellent attendance, punctuality and professional appearance |   |