



JOB TITLE: Teaching Assistant

REPORTS TO: Headteacher

GRADE: H2

1. JOB OUTLINE

1a) PURPOSE OF THE ROLE

To provide learning support which promotes pupil development, progress and improved standards of achievement.

1b) DUTIES

Supporting the pupil

- Developing a knowledge of a range of learning styles and how best to support pupils' individual needs.
- Developing an understanding of the specific needs of the pupils to be supported.
- Encouraging pupils to find their own methods to solve problems and to explain their strategies.
- Supervising and providing individual support for pupils with identified special educational needs.
- Developing/adapting an activity to make it accessible to the pupils.
- Supporting pupils' learning by helping them to use a variety of equipment and materials.
- Clarifying and explaining instructions.
- Listening to the pupils.
- Establishing supportive relationships with the pupils.
- Attending to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters as necessary.
- Using positive language and praising pupils' achievements.
- Promoting pupils' self-esteem/confidence and their independent learning skills.
- Helping pupils to concentrate on and finish work set.

Supporting the teacher

- Knowing what the teacher wants the pupil to learn from the activity/task.
- Knowing the pupils' targets.
- Assisting with the planning, supervision or teaching of individuals or small groups of pupils.
- Preparing classrooms for activities, clearing up afterwards and assisting with the display of pupils' work.
- Assisting in the observation, assessment, record-keeping and reporting of individual children's educational progress.
- Liaising with the class teacher and SENCo, to carry out a planned programme of work to support a pupil's Individual Educational Plan (IEP) or personal Care Plan.
- Providing regular feedback about pupil progress to the teacher.
- Contributing to review meetings, as appropriate.
- Assisting the class teacher, when appropriate, in administration e.g. photocopying, filing, record-keeping and producing and developing learning displays etc.
- Accompanying teachers and pupils on out-of-school activities and taking responsibility for a group, under the direction of a teacher.

Supporting the School

- Acting in a professional manner and maintaining confidentiality at all times.
- Being aware of school procedures and policies.
- Participating in whole school timetables and rotas, where appropriate.
- Understanding and making efforts to enhance the communication between everybody in school.
- Undertaking of first aid duties.
- Carrying out other auxiliary duties as requested by the Headteacher.

1c) EQUALITIES

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

1d) HEALTH & 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.

1e) DISCLOSURE AND BARRING SERVICE CHECKS

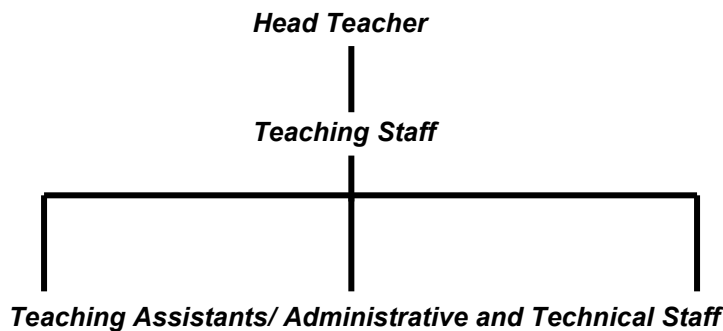
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced check will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

1f) ADDITIONAL INFORMATION

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

All staff are required to attend and participate in relevant in-service training and other learning activities, and in annual performance appraisal and development, as required by the school's policies and practice.

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed by the Headteacher but may work with several teachers. The school's performance appraisal policies and practice determine the frequency of meetings. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned. There is no supervision of other 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.

5. CONTACT

The jobholder works with teachers and pupils and has occasional contact with parents and carers, which should be under the direction of a teacher.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age
- Good English and mathematical skills
- Basic knowledge of first-aid
- Ability to use ICT to support learning
- Understanding of learning programmes and strategies or the ability to learn quickly
- Ability to work in a team

7. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents and classroom furniture as necessary.

8. WORKING ENVIRONMENT

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

Signed: (Teaching Assistant)

Signed: (Head Teacher)

Date: