



Job title: Teaching Assistant

Reports to: Leader of Learning and School Business Manager

Salary range: H3

Date: April 2021

Purpose of the role: To work with teachers to support teaching and learning by working with and being responsible for learning activities for individuals or small groups of pupils, working in any year group across the school. When needed, to provide cover supervision of any class across years 3 to 6.

This generic job description is not intended to be comprehensive. It will be reviewed annually but may need to be modified in the interim following negotiation.

Responsibilities and accountabilities within the classroom

- Provide cover supervision of classes from years 3 to 6
- Implement planned lessons that will be supplied by the year group team when covering a class
- Differentiate learning as provided by the class teacher
- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Where required, participate in planning and evaluation of learning activities with the teacher
- Provide 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
- Follow and implement school policies with particular focus on the behaviour and child protection policies
- Support the teacher in behaviour management and keeping pupils on task
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual support plans for pupils or any documents to assist the special educational needs of a child
- If required work with pupils not working to the normal timetable, which may mean covering the child's LSA if they are absent from school
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of computing in the curriculum, in particular google classroom and purple mash
- Invigilate exams and tests
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use
- Monitor and manage stock and supplies for the classroom
- Prepare and present displays

Other responsibilities and accountabilities

- Assist in escorting and supervising pupils on educational visits and out of school activities
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Carry out break time supervision including facilitating games and activities – this may be on a rota basis
- Carry out a daily lunchtime duty supporting children both inside the dinner hall and outside on the playground
- Carry out a wet play or lunch duty when children are unable to go outside
- Be responsible for CPD and identifying gaps in knowledge

Knowledge and competencies - essential	Knowledge and competencies - desirable
Intermediate knowledge of ICT including a solid knowledge of google classroom Competent with SIMS Basic knowledge of health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Awareness of data protection and confidentiality Understanding of the schools ethos and values Communication (written and verbal) Problem solving attitude Team working Active listening Motivation Flexibility Drive Be able to confidently work across the school from years 3-6	NVQ level 2 in numeracy & literacy (or equivalent)

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 Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management and appraisal process.

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.