



Hartsfield JMI School

Teaching Assistant Job Description

- **Purpose of the role:** To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.
- **Context:** The jobholder is one of a team of teaching assistants who support the learning of pupils throughout the school. Although staff will be predominantly placed in one classroom flexibility by all staff is important in order to meet the varied needs of pupils and on occasions you might be asked to work with another class.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Provide feedback to the teacher to help them with future planning and for record-keeping.
- Monitor and evaluate pupils' progress and help to maintain pupil records.
- Assist with the teacher with planning and delivery of units of work, preparation of resources and maintaining standards of tidiness in the school.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- 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.

Teachings Assistants in this role may also undertake some or all of the following:

- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with supporting pupils on educational visits
- Support pupils in using basic ICT
- Administer routine tests and tasks

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age ideally in an educational environment.
- Good numeracy and literacy skills.
- Awareness of 'keeping children safe in education'
- Basic knowledge of ICT
- Basic knowledge of first-aid.
- Awareness of Data protection and confidentiality
- Ability to work in a team

Additional Information:

- 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.
- 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 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.**