

Teaching Assistant: Help Every Child Thrive

JOB DESCRIPTION

Salary: Pay grade – H1-H2

You'll be part of the heartbeat of the classroom, working side-by-side with teachers to create a learning environment where every pupil feels supported, included and ready to succeed. Your day will be full of variety: guiding small groups, encouraging independence, and helping children grow not just academically, but socially and emotionally too.

What you'll be doing:

- Working with individual pupils or small groups, offering guidance, encouragement and clear feedback
- Helping pupils understand instructions, build confidence and take ownership of their learning
- Supporting positive behaviour and keeping pupils focused and engaged
- Promoting pupils' social and emotional well-being, and sharing any concerns with the teacher
- Preparing and tidying learning spaces, organising resources, photocopying, filing and helping present pupils' work so the classroom feels inspiring and safe

You may also get involved in:

- Recording simple pupil data to support assessment
- Encouraging learning through play and creative activities
- Helping with break-time supervision and leading games
- Accompanying pupils on educational visits
- Supporting pupils as they use basic ICT
- Invigilating tests and exams
- Assisting pupils with eating, dressing or hygiene when needed, always promoting independence
- Attending occasional school events in the evenings or at weekends

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions, support independent learning and inclusion of all pupils
- 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

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

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Attend some school events during evenings and weekends

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.

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.