



Job Description Teaching Assistant



Pay grade: H2

Purpose of the role: To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff. You may be required to support the administrative tasks in class, as well as maintain the classroom environment.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing 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

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

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of learning plans and passports for some pupils.
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of technology in the curriculum
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom
- Provide short term cover supervision of classes
- Supervision at break or lunch.
- Use our school platform "Provision Map" to log and review provisions and interventions.

Knowledge	Competencies
Level 2 in numeracy & literacy (or equivalent)	Good communication (written and verbal)
Intermediate knowledge of computing.	Able to solve problems.
Basic knowledge of health, wellbeing and safety.	Able to work as part of a team.
Awareness of keeping children safe in education.	Able to listen to and follow instructions.
Basic knowledge of First Aid.	Motivated to make a difference to pupils' learning and wellbeing.
Awareness of Data protection and confidentiality.	Experience of working within a classroom environment.
Understanding of our school's ethos and values.	

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.

This role will be reviewed annually as part of the PMD 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.