

Job Description

Post Title:	Teaching Assistant
Grade:	H2
Accountable to:	Assistant Head Teacher
Hours:	8.45am - 1.00pm MOnday to Friday

Core Purpose: To provide support to pupils and class teachers to promote learning, access to the curriculum, and student independence.

Responsibilities:

- Work with pupils under the direct supervision of teaching staff and provide feedback to the teacher
- Provide tailored support to the children in meeting agreed individualised targets
- Assist with the planning of activities
- Adapt activities to suit the children's individual needs based on advice and guidance from the class teacher
- Assist with the on-going assessment of pupils and provide written and oral feedback as required
- Participate in relevant meetings with internal members or staff and external professionals
- Read relevant professional reports and documents to support understanding of the pupils needs and the best ways to meet these
- Implement recommended strategies and guidance
- Contribute to assessments and reports about the children in partnership with the class teacher
- Implement individualised programmes or interventions where necessary under the guidance of the class teacher
- Attend training relevant to the needs of the children
- Provide supervision and support at play and lunchtimes
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of a teacher
- 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
- Be familiar with school policies including the Behaviour Policy, and implement them consistently
- Use school communication systems to keep up to date and fully informed
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Assist in creating a positive and inclusive learning environment
- Supervising groups or whole classes during the short-term absence of a teacher
- Providing clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- Preparing classrooms and clearing afterwards and assisting with the display of pupils' work

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 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.

ADDITIONAL 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.

SUPERVISION

An Assistant Head teacher or SENDCo manages the jobholder. The school's performance management policies and practice determine the frequency of meetings.

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.

The job holder is managed by an Assistant Head teacher or SENDCo but may work with several teachers. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

PHYSICAL EFFORT

The job may involve lifting children after falls or accidents.

WORKING ENVIRONMENT

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

CONTACTS

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

PERSON SPECIFICATION	
Qualifications and Experience	• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) • GCSEs at grades 9 to 4 (A* to C) including English and maths • Experience of working in a similar role with children of the relevant age • SEND knowledge or experience (desirable) • Medical knowledge (first aid and other relevant medical training will be provided)
Skills and Knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Good written communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context
Personal Qualities	• Enjoyment of working with children • Ability to work on own initiative or as part of a team • Flexible approach • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality