



OFFLEY ENDOWED PRIMARY SCHOOL & NURSERY
SCHOOL LANE, OFFLEY, HITCHIN, HERTS, SG5 3AT

Telephone: 01462 768392
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Headteacher: Mr P Edwards

JOB DESCRIPTION

POST: Teaching Assistant/HLTA

Grade: H2(3)- H4(6)

Salary: £25,614 - £26,847 pro rata (term time only)

1. JOB OUTLINE

1 a) PURPOSE OF YOUR JOB

To serve the community by providing an education of the highest quality within the context of Christian belief and practice.

To provide support to teachers in the management of pupils' learning.

1 b) DUTIES

The jobholder need not fulfil all of the duties listed below but must be spending a significant proportion of their working time on some or all of the duties in **Bold** script.

- Attend to pupils' personal needs, including social, health, and hygiene, first aid and welfare matters.
- Prepare classrooms and clear afterwards and assist with the display of pupils' record keeping.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money, record keeping.
- Assist with the planning and delivery of learning activities
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Administer routine tests e.g. spelling.
- Liaise with parents and carers, under the direction of a teacher
- **In KS2 manage year groups, and in Early Years and KS1 manage whole class groups under the direction of the teacher.**
- **From time-to-time, supervise year groups during short-term absence of the teacher e.g 1/2 day across the school. This would include delivering the lesson planned by the teacher, marking and giving feedback.**
- **Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives.**
- **Take shared responsibility for mid-morning break**
- **Assist with the development of individual education plans and personal care programmes.**

- **Supervise and provide individual support for, pupils with identified special educational needs.**
- **Supervise whole classes during the short-time absence of a teacher**

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

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.

1 e) CRIMINAL RECORDS BUREAU

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.

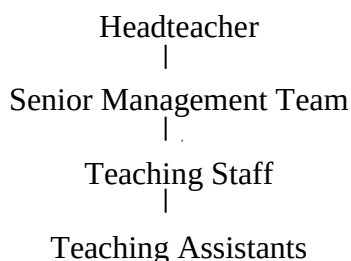
1 f) ADDITIONAL INFORMATION

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.

****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.**

ORGANISATIONAL CHART



2. SUPERVISION

The job holder is managed in the first instance by the class teacher e.g. day-to-day management, with oversight and appraisal by the Assistant Headteacher.

The job holder has no responsibility for the supervision of staff.

3. JOB CONTEXT

The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities. The lowest pay grade is at H2 (3) and the highest at H3 (6)

A job holder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade for any job above Level A, the jobholder must be spending at least 50% of his/her time on higher level duties. These duties are specified in each job description above Level A.

The set of job descriptions allows some employees to grow into the next job description provided:

- a) the school has sufficient work of the right level that would justify the next job description
- b) and the job holder has gained sufficient knowledge and skills, either through qualifications or through experience to fulfil the duties of the next job description

4. CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers regarding the welfare of the pupils

5. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age
- Good numeracy and literacy skills equivalent to NVQ 3 or GCSE grade C/Grade 4 or above, in English and Maths
- Achieved Higher Level Teaching Assistant status (as credited by the Teacher Training Agency) or be expected to achieve this status
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Basic knowledge of first aid as provided by INSET
- Ability to make effective use of modern technology to support teaching and learning
- Ability to work with a minimum of supervision and within a team
- Ability to manage pupils in a classroom setting

6. PHYSICAL EFFORT

The job may involve lifting after falls or accidents

7. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness. In Early years, changing children maybe a requirement.