# Gaddesden Row JMI School

**Headteacher: Miss H Smith**
**Deputy Headteacher: Mr T Boxall-Goynes**
**www.gaddesdenrow.herts.sch.uk**

Gaddesden Row, Hemel Hempstead, Hertfordshire, HP2 6HG
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**Job title:**
Teaching Assistant

**Location:** Gaddesden Row JMI School

**Pay grade:** H1

**Purpose of the role:** To work with teachers to support teaching and learning by working with individuals or small groups of pupils in the classroom or other areas of the school, under the direction of teaching staff with responsibility for some learning activities within the overall teaching plan.

**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
- Provide short term cover supervision of classes
- Lunch duty – provide support over the lunch period, on specified days, providing support whilst children are eating and during their lunch playtime.
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training (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 individual development plans for pupils
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate tests and assessments
- 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
- Monitor and manage stock and supplies for the classroom.

| **Knowledge and Experience** | **Competencies** |
|---|---|
| GCSE in maths and English or equivalent.<br>Intermediate knowledge of ICT<br>Knowledge and/or experience of KS2<br>Basic knowledge of Health, wellbeing and safety<br>Awareness of keeping children safe<br>Basic knowledge of First Aid<br>Level 1 Safeguarding<br>Awareness of Data protection and confidentiality<br>Understanding of the school's ethos and values | Communication (written and verbal)<br>Problem solving<br>Team working<br>Active listening<br>Motivation |

*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 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.*