TITLE OF JOB : TEACHING ASSISTANT AND MSA
LOCATION : The Federation of Widford and Hunsdon JMI Schools
GRADE : H2

1. JOB OUTLINE

1 a) REASON JOB EXISTS

- To support the education of pupils within a class setting

1 b) DUTIES

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Provide clerical/administrative support to the assigned teacher eg. photocopying, typing, filing and record-keeping.
- Assist with the planning and delivery of individual education plans (or other pupil-specific plans).
- Accompany teachers and pupils on out-of school activities and take responsibility of a named pupil or group, under the direction of a teacher.
- Administer routine tests.
- Liaise with parents and carers, under the direction of the assigned 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

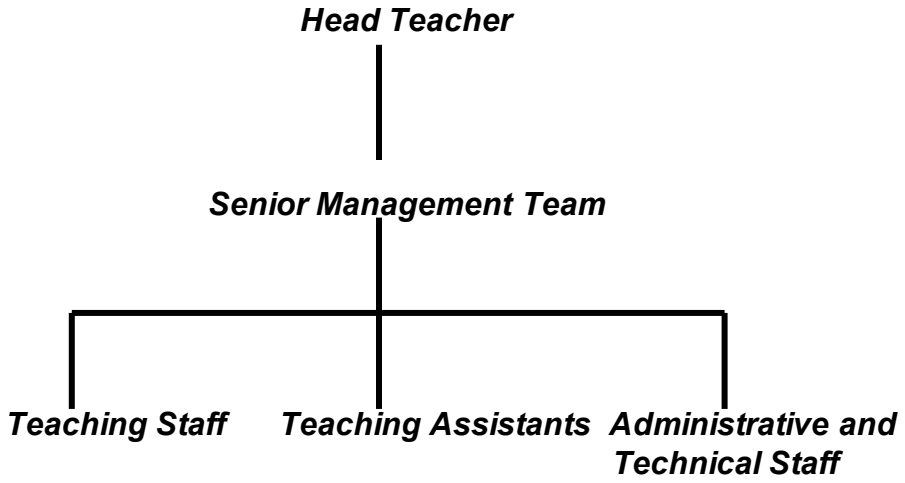
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note 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

- Position is for 5 mornings – 8.30am to 1pm (22.5 hours)
- 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.**

2. ORGANISATION CHART



3. SUPERVISION

- The jobholder is managed by a member of the school's senior management team.
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff.

4. 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.

5. CONTACTS

- The jobholder works with teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as educational psychologists.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age.
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Ability to use modern technology
- Ability to work in a team.
- A knowledge of Makaton or a willingness to learn it would be beneficial.

7. WORKING ENVIRONMENT

- The job may include clearing up blood or other bodily fluids of children.