**Job title: Teaching Assistant**

**Location**: Chater Junior School

**Pay grade: H3**

**Purpose of the role:** To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible 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

**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 (such as Individual educational plans)
* Support the work of volunteers and other teaching assistants in the classroom
* Support the use of ICT in the curriculum
* Invigilate exams and tests
* 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

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| **Knowledge**  NVQ level 2 in numeracy & literacy (or equivalent)  Intermediate knowledge of ICT  Basic knowledge of Health, wellbeing and safety  Awareness of keeping children safe  Basic knowledge of First Aid  Awareness of Data protection and confidentiality  Understanding of the Schools ethos and values | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation |

**LUNCHTIMES**

To seek to ensure the safety and welfare of all pupils during the mid-day break (ie. from the end of the morning session until the start of the afternoon session) under the responsibility of the SSA.

To supervise pupils during the mid-day breakin accordance with the general instructions of the SSA in line with the aims, policies and ethos of the school.

To work in a team of Mid-day Supervisory Assistants, in accordance with the general instructions of the Headteacher and the specific instructions of the SSA.

To be responsible to the SSA for the supervision of pupils during the mid-day break, and for ensuring the safety and welfare of such pupils during his period.

To supervise pupils remaining on the premises at lunchtime in all areas of the school, in accordance with the instructions of the SSA.

To supervise the movement of pupils to and from the dining areas and to supervise any queues waiting for their lunch.

To work with the SSA in the provision of activities for children on site during the lunchtime.

To maintain an acceptable standard of conduct and discipline amongst the pupils, ensuring that all appropriate school regulations are complied with and any serious breaches of discipline or unruly behaviour are reported to the SSA or Headteacher.

To provide assistance to pupils in the event of minor accidents and to take appropriate action over more serious incidents, including reporting them to the SSA or Headteacher.

To carry out any other duties connected with the supervision of pupils during this period, as instructed by the SSA.

*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.*