



# Hobbs Hill Wood Primary School

## Job Description

Location	Hobbs Hill Wood Primary School
Role	Teaching Assistant <b>H2</b>
Reports to	Key Stage Leader

### **Purpose of the role:**

To work with teachers to support teaching and learning, by working with individuals or small groups of pupils, including SEN pupils, under the direct supervision of teaching staff.

### **Responsibilities:**

#### Supporting Pupils

1. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
2. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
3. Support pupils to understand instructions and support independent learning and inclusion of all pupils
4. Work with individuals or small groups of pupils, including SEN pupils, using planned activities, and provide feedback to the teacher.

#### Supporting Teachers

1. Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities to pupils' needs and responses as appropriate
2. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
3. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
4. Support the teacher in monitoring, assessing and recording pupil progress/activities

### **Teachings Assistants in this role may also undertake some or all of the following:**

1. Administer medication in accordance with an agreed plan under the direction of a health care practitioner and following appropriate training
2. Assist pupils with personal needs including eating, toileting, dressing and hygiene, as required, whilst encouraging independence
3. Assist in escorting and supervising pupils on educational visits and out of school activities
4. Assist with break-time supervision including facilitating games and activities
5. Assist with lunchtime supervision including laying up tables and clearing up the dining room at the end of the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
6. Maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunchtime break, having regard to special or additional needs and in line with the school's policies.
7. Record basic pupil data
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays

9. Support children's learning through play
10. Support pupils in using basic ICT
11. Work with individual pupils with special educational needs
12. Work with pupils for whom English is not their first language
13. Work with pupils not working to normal timetable
14. Provide short term cover supervision of classes (to include PPA/SLT/training cover and short term teacher absence) delivering planned activities.

**It is expected that staff in this role will be working towards the H3 Teaching Assistant job description and therefore maybe fulfilling some of the statements in the H3 job description.**

<b>Knowledge</b>	<b>Competencies</b>
GCSE grade C or above in English and Maths (or equivalent) Basic knowledge of ICT Awareness of Health, wellbeing and safety Awareness of keeping children safe Awareness of Data protection and confidentiality Basic knowledge of First Aid Understanding of the Schools ethos and values	Communication (written and verbal) Problem Solving Team working Active Listening Motivation Resilience Sensitivity

*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*

**I accept this job description**

**NAME and SIGNATURE**

**DATE**