

# MANLAND PRIMARY SCHOOL JOB DESCRIPTION

**TITLE OF JOB** : **TEACHING ASSISTANT**  
**LOCATION** : **Manland Primary School**  
**GRADE** : **H2**

## **1. JOB OUTLINE**

### **1 a) REASON JOB EXISTS**

The prime purpose of this post is to provide support to teachers in:

- The development of pupils' learning in response to their educational, physical and social needs

### **1 b) DUTIES**

The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties.

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Establish and maintain good relationships with pupils, acting as a role model and being aware of and responding to individual needs
- ◆ Establish and maintain good working relationships with colleagues
- ◆ Prepare classrooms and clear afterwards and assist with display including the display of pupils' work
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- ◆ Assist with the planning and delivery of learning activities
- ◆ Support the teacher in providing for pupils with special educational needs
- ◆ Support the teacher in managing pupil behaviour; reporting difficulties as appropriate, promoting positive attitudes and values, encouraging pupils to build positive relationships with one another
- ◆ Assist with the assessing, recording and reporting of children's learning
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Administer routine tests
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Carry out any other relevant tasks as directed by and agreed with the Head Teacher

A teaching assistant working at Level B will in addition to the work of a level A TA:

- ◆ From time-to-time, supervise whole classes during the short-term absence of a teacher.
- ◆ Within an agreed system on supervision, plan with the teacher, deliver and evaluate programmes of work that meet teaching and learning objectives, including PPA cover, sickness cover and cover for short periods of teacher absence.

## **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) DISCLOSURE BARRING SERVICE**

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 Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

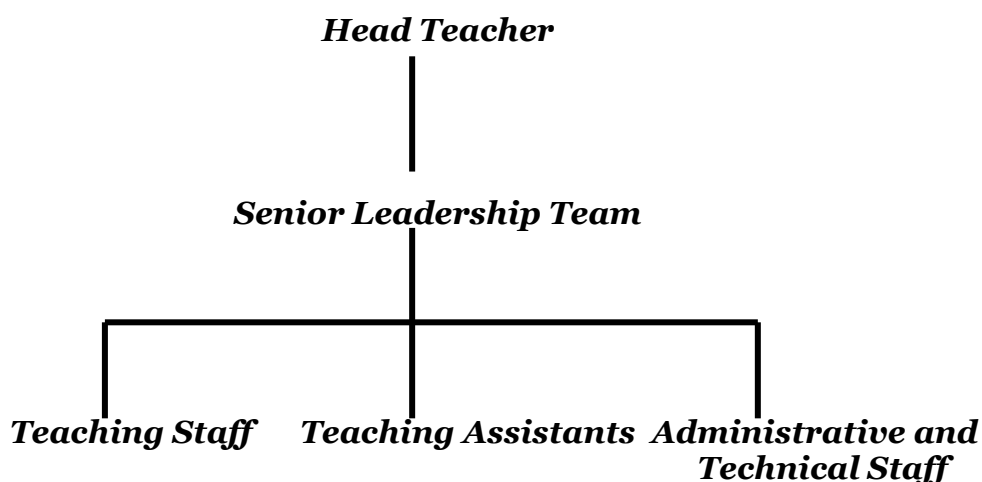
## **1 f) ADDITIONAL INFORMATION**

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.**

## **2. ORGANISATION CHART**



### **3. SUPERVISION**

The jobholder is managed by a member of the school's senior leadership team. The frequency of meetings is determined by the school's performance management policies and practice.

### **4. JOB CONTEXT**

This post is a Teaching Assistant post and is set at Level B.

### **5. CONTACTS**

The jobholder works with teachers and pupils and has occasional contact with parents and carers.

### **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, including photocopier, video recorder and personal computer
- ◆ Ability to work in a team

### **7. PHYSICAL EFFORT**

The job may involve:

- lifting children after falls or accidents
- moving furniture
- participating in PE lessons

### **8. WORKING ENVIRONMENT**

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

#### **Review Date:**

Postholder:

Date:

Head Teacher:

Date: