

Ivy Learning Trust Job Description	
Post:	Teaching Assistant
Pay range:	Hertfordshire H2
<p>Our vision is to help create a fair, just society – this vision is based on four principles: Ivy is one family. Good education is a birth right. Make it easy to make a difference. Local leaders know best.</p>	

Main duties and responsibilities

Overall purpose of the post:

- To support children’s learning and to share in the care and well-being of the children throughout the school
- To supervise and support the children during break and lunchtimes

Main duties and responsibilities

- Work as part of a team and as directed by the Class Teacher to support quality education for the children
- Act as a role model within the school community and demonstrate flexibility and excellent timekeeping
- Be aware of and support school policies and procedures
- Supervise whole classes for short periods of time, e.g. parent consultations
- Maintain appropriate confidentiality
- Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the Class Teacher
- Set up group activities under the guidance of the Class Teacher. Work with children on practical activities, giving assistance and encouragement
- Read to, and with, small groups of children working on curriculum activities
- Under the direction of the Class Teacher assist in the planning, creation and mounting of displays of the children’s work
- Provide support and assistance for children’s pastoral needs (e.g. dressing, going to the toilet and caring for sick, injured or distressed children)
- Report any concerns regarding children’s welfare or education to the Class Teacher
- Under the direction of the Class Teacher, liaise with parents as appropriate on routine matters, maintaining sensitivity and confidentiality at all times
- Assist with the reception and departure of children at the beginning and end of school sessions
- Accompany classes and small groups of children on educational visits
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work and making games and apparatus
- Help the inclusion of all children, including those with EAL, and supporting individual children who find it difficult to form relationships or successfully access the curriculum
- Working with outside agencies, such as Educational Psychologists, by liaising and supporting their work with pupils

- Assist pupils with physical needs and difficulties
- Develop skills and knowledge of ICT, particularly supporting children with SEN
- Supervise pupils at lunchtime, both eating their meals indoors and during play sessions
- Control the behaviour of pupils with particular regard to safety and school procedures
- Support the pupil in respect of local and national learning strategies, and support educational intervention programmes as directed by the Teacher/Leadership Team
- Attend and participate in relevant meetings as required
- Provide objective and accurate feedback and reports as required to the Teacher and SENDco on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth running of the school
- Be committed to achieving the school values
- Work to develop the Trust to have successfully inclusive schools
- Respond promptly to concerns from parents, staff or pupils
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children
- Provide emergency back-up cover in the event of staff absence

The post holder may be required to work in any offices/schools/nurseries within Ivy, as directed by the CEO.

Ivy Learning Trust Person Specification	
Post	Teaching Assistant
Pay range	Hertfordshire H2

Essential	Desirable
Good literacy, numeracy and ICT skills	Education based childcare qualification
Enjoyment of working with children	Experience of working in an education environment
Ability to communicate effectively, both verbally and in writing	Able to deliver pre-planned programmes of work to children
An interest and commitment to work-related training	Understanding of First Aid procedures
Excellent verbal communication skills	Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils
An understanding of the importance of confidentiality	Ability to accompany children in the swimming pool
Ability to cope with and adapt to change and remain calm in stressful situations	
Understanding of safeguarding in school, Health and Safety, Data Protection and confidentiality	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	