

**Job Title: Teaching Assistant
Job Description**



Location: Templewood School

Pay grade –H2

Hours – Full time Monday to Friday (8.40am – 3.15pm)

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- 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

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

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Support pupils in developing and implementing their own personal and social development
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Provide short term cover supervision of classes

Knowledge	Competencies
NVQ level 1 (or equivalent) Basic knowledge of ICT Basic 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

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.

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Standards/Competencies for Teaching Assistants	
Provide support for learning activities	1
Support children's development	2
Help to keep children safe	3
Contribute to positive relationships	4
Provide effective support for your colleagues	5
Support English & Maths activities	6
Support the use of ICT for teaching and learning and use ICT to support pupils' learning	7
Observe and report on pupil performance	8
Support children's play and learning	9
Contribute to supporting bilingual/multilingual children	10
Support a child with disabilities or special educational needs	11
Contribute to moving and handling individuals	12
Contribute to effective displays around the school environment	13
Invigilate tests and examinations	14
Support pupils' learning activities	15
Promote positive behaviour	16
Develop and promote positive relationships	17
Support the development and effectiveness of work teams	18
Reflect on and develop own practice	19
Plan, deliver and evaluate teaching and learning activities under the direction of a teacher	20
Contribute to the planning and evaluation of teaching and learning activities	21
Support English development to enable pupils to access the wider curriculum	22
Support Maths development to enable pupils to access the wider curriculum	23
Support implementation of the early years curriculum	24
Support teaching and learning in a curriculum area	25
Observe and promote pupil performance and development	26
Contribute to assessment for learning	27
Prepare and maintain the learning environment	28
Promote the transfer of learning from outdoor experiences	29
Support gifted and talented pupils	30
Contribute to the prevention and management of challenging behaviour in children and young people	31
Support children with disabilities or special educational needs and their families	32
Support pupils with communication and interaction needs	33
Support pupils with cognition and learning needs	34
Support pupils with behaviour, emotional and social development needs	35
Support pupils with sensory and/or physical needs	36
Assist in the administration of medication	37
Work with children and young people with additional requirements to meet their personal support needs	38
Promote children's well-being and resilience	39
Work with young people to safeguard their welfare	40
Enable young people to be active citizens	41
Support young people in tackling problems and taking action	42
Support children and young people during transitions in their lives	43
Facilitate children and young people's learning and development through mentoring	44
Contribute to improving attendance	45
Support children and families through home visiting	46
Lead an extra-curricular activity	47
Plan and support self-directed play	48
Contribute to maintaining pupil records	49
Monitor and maintain curriculum resources	50
Take part in and supervise pupils on visits and out of school activities	51
Liaise with parents, carers and families	52
Provide information to aid policy formation and the improvement of practices and provision	53
Develop and maintain working relationships with other practitioners	54

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Lead and motivate volunteers	55
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