



Hobbs Hill Wood Primary School

Job Description

Location	Hobbs Hill Wood Primary School
Role	Teaching Assistant H3
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 direction 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. Using at least four years' experience and extensive training, work with individuals or small groups of pupils, including SEN pupils, to provide high quality teaching interventions, and provide feedback to the teacher.

Supporting Teachers

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' needs and responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour, writing reports and records as required
3. 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
4. Select and adapt appropriate resources/methods to facilitate agreed learning activities
5. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
6. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
7. Support the teacher in monitoring, assessing and recording pupil progress/activities drawing any problems that cannot be resolved to the attention of the teacher

Teaching Assistants 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 with 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. Assist with the development of individual development plans for pupils (such as Individual educational plans) including attendance at and contribution to reviews
 7. 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.
 8. Monitor and manage stock and supplies for the classroom.
 9. Provide short term cover supervision of classes (to include PPA/SLT/training cover and short term teacher absence) delivering, interpreting and assessing planned activities.
 10. Record basic pupil data
 11. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
 12. Support children's learning through play
 13. Support pupils in developing and implementing their own personal and social development
 14. Support the use of ICT in the curriculum
 15. Support the work of volunteers and other teaching assistants in the classroom
 16. Work with individual pupils with special educational needs
 17. Work with pupils for whom English is not their first language
 18. Work with pupils not working to normal timetable
 19. Maintain subject leadership resources

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

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.