

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	Headteacher & Governing Body
GRADE:	H1-3 (According to roles and responsibilities)

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide support to teachers in the management of pupils' learning.

1 b) TEACHING SUPPORT DUTIES

The jobholder is expected to fulfil all of the duties listed below if required

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Assist with the planning and delivery of learning activities
- ◆ Lead small group activities with the support of the class teacher
- ◆ Contribute to discussions about pupils' learning and progress
- ◆ For pupils with Individual Education Plans (IEPs), work with the pupils towards their IEPs targets, under the direction of a teacher
- ◆ Administer routine tests and assessments
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- ◆ Participate in training to maintain and develop required knowledge and understanding of best practice.
- ◆ Participate in off-site visits
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Regular first aid duties
- ◆ Weekly lunchtime supervision of the playground

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 (DBS)

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. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form.

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 appraisal 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.**

There is supplementary guidance for the H2 and H3 grades in addition to this job description covering H1-3 duties.

The jobholder is managed by the HT. The frequency of meetings is determined by the school's performance management policies and practice.

4. JOB CONTEXT

The job has an evaluated pay grade, across 3 bands, determined by the level of responsibilities.

Employees are able to grow into the next pay band provided that:

- a) the school has sufficient work of the right level that would justify the next pay band
- b) and the jobholder has gained sufficient knowledge and skills, either through qualifications or through experience, to fulfil the duties of the next job description

5. CONTACTS

The jobholder works with teachers and pupils and may also have 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

8. WORKING ENVIRONMENT

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