

Hertford Heath Primary & Nursery School

Caring for all, learning for life



Teaching Assistant (H3) – Job Description

Name:	Teaching Assistant
Salary Scale:	H3
Contract Type:	Full time
Hours:	31.25
Reports to:	Headteacher / Deputy Headteacher / Class Teacher

Core Purpose of the Role and Main Duties:

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Key responsibilities

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate across classes in the school as needed
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Provide lunchtime supervision as a midday supervisor

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

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as SEN Support Records)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes
- Support preparation for OFSTED inspections and action any recommendations that may result from inspection.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher
- Under the direction of a teacher, takes responsibility for assessing pupils' overall learning needs in specified area and providing learning activities for groups and/or whole classes of pupils, including adjusting lessons and other activities.

Knowledge, Skills & Abilities

- NVQ level 2 in numeracy & literacy (or equivalent)
- Intermediate knowledge of ICT
- Basic knowledge of health, wellbeing and safety
- Awareness of keeping children safe

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- Basic knowledge of First Aid
- Awareness of data protection and confidentiality
- Understanding of the school's ethos and values

Supervision

- The jobholder will usually be managed by a member of the school's senior leadership team or by a more senior teaching assistant but may work with several teachers
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher
- The post holder will follow detailed instructions and/or be closely supervised in the role; problems are generally referred to senior person
- The post holder will have no supervision responsibilities of other staff
- The post holder may demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children's personal needs and assisting with behaviour management. This will include child protection disclosures
- Contributes to planning and development of learning activities with early year's staff when appropriate; responds to a range of practical problems without referral to teachers
- May have needs/training arising from ongoing involvement with pupils with special educational needs.

Dimensions

- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning
- Responsible for the careful and safe use of equipment such as play and standard ICT equipment
- Will record and maintain confidential pupil records and data including CPOMS to record safeguarding concerns.

Physical Effort

- Combination of standing, sitting or walking
- Requirement for standing for long periods of time
- The job may involve lifting children, for example after falls or accidents
- Assembly and clearing away of equipment.

Working Environment

- Some exposure to unpleasant conditions, including noise; outdoor working; possible verbal abuse
- The job may include clearing up bodily fluids of children after accident or illness.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors where appropriate
- Demonstrate good interpersonal skills which support positive relationships with colleagues
- Show high levels of co-operation and adherence to the school's values
- Ensuring relevant information from within the school is reported to the Headteacher or senior members of staff
- Ensure all matters within the school are treated with the highest levels of confidentiality.

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.

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.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.