



HOBLETTS MANOR JUNIOR SCHOOL

Adeyfield Road
Hemel Hempstead
Herts. HP2 5JS

1. JOB OUTLINE

1 a) REASON JOB EXISTS

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

1 b) DUTIES

The jobholder need not fulfil all of the duties listed below, but must be spending at least 50% of his/her time on some or all of the duties in **bold** script.

- ◆ Administer and assess routine tests and undertake routine marking of pupils' work
- ◆ Supervise, and provide individual support for, pupils with identified special educational needs
- ◆ Use ICT for learning activities and support pupils to develop competencies and independence in the use of ICT
- ◆ **Use specialist curricular knowledge or experience to support pupils' learning**
- ◆ **Supervise whole classes during the short-time absence of a teacher**
- ◆ **Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives**
- ◆ **Manage a team of teaching assistants**

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.

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1 e) CRIMINAL RECORDS BUREAU

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 Criminal Records Bureau 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. If you are invited to an interview you will receive more information.

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 management 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.**

3. SUPERVISION

The jobholder is managed by a member of the school's senior management team or by a more senior teaching assistant. The frequency of meetings is determined by the school's performance management policies and practice.

The jobholder may manage a team of teaching assistants, in accordance with the schools' performance management and development policies and practice.

4. JOB CONTEXT

This job is one of a set of Teaching Assistant jobs whose evaluated pay grade is determined by the level of responsibilities. The lowest pay grade is at H4, the highest at H5.

A jobholder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade for any job above H4, the jobholder must be spending at least 50% of his/her time on higher level duties. These duties are specified in each job description above H4.

The set of job descriptions allows some employees to grow into the next job description provided:

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- a) the school has sufficient work of the right level that would justify the next job description
- 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 directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with children of the relevant age
- ◆ Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- ◆ Achieved Higher Level Teaching Assistant status (as accredited by the Teacher Training Agency) or be expected to achieve this status.
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements.
- ◆ Competence in the use of ICT to support teaching and learning
- ◆ Ability to work on own initiative and without supervision
- ◆ Ability to organise, lead and motivate a team (Optional)
- ◆ Ability to manage pupils in a classroom setting