

CLASSROOM/TEACHING ASSISTANT (H1/H2)

JOB DESCRIPTION

PURPOSE OF THE JOB

To support and assist the staff and the school with the educational, physical and social needs of pupils; particularly in the management of pupils' learning, development and well-being.

To work with the school to support the delivery of the EYFS, KS1 and KS2 curriculum to meet the needs of all pupils.

The post-holder is one of a team of support staff who support the learning and development of pupils. Flexibility by all staff is important in order to meet the needs of pupils and the school.

The post-holder is managed by the Headteacher alongside the Head of Early Years; Head of Middle School and Head of Upper School and under the day-to-day supervision of class teachers across the school.

Additional information

The post-holder is required to contribute to and support the overall aims, ethos and development plans of the school.

All staff are required to participate in training and other learning activities, as required by the school's policies and practices.

Main Areas of responsibility and other duties.

- To ensure the safety and well-being of all pupils at all times, have robust knowledge of and compliance with all school Child Protection and Safeguarding policies and procedures; whilst understanding the responsibilities contained within the current Keeping Children Safe in Education document.
- To assist with the delivery of learning activities to groups of children or individuals as part of lessons delivered by teachers; but also small group support programmes, as directed by the class teacher or other professionals supporting the children.
- To support the learning of all children, including children with SEN and other challenges, across the school.
- To undertake training in the school's Read Write Inc programme and deliver the programme to groups of pupils; including planning, marking and assessment.
- To support teachers to establish the principles of Read Write Inc across the school and in all subjects.
- To assist with the tuition and assessment of pupils in all areas of the curriculum and provide feedback to the class teacher.
- Attend to pupils' personal and social needs, including health, hygiene, first aid and welfare matters.
- To promote a positive and enthusiastic attitude to learning.
- To proactively contribute to the school's established expectations of pupil behaviour and achievement.
- Support and extend pupils of all abilities under the direction of the class teacher.
- To liaise with parents and carers under the direction of the class teacher; and to maintain professional relationships with staff, pupils and parents/carers.
- To contribute to and attend meetings with professionals.
- To assist with escorting children on educational visits.

- To supervise, engage and support children's learning through play during break and lunchtimes, ensuring their safety, whilst maintaining the school's expectations of behaviour and good manners.
- Prepare classrooms and other learning environments and clear afterwards.
- Support teachers to maintain a safe and stimulating learning environment.
- Provide clerical/administrative and housekeeping support e.g. photocopying, filing, record keeping, tidying and cleaning.
- To perform any other reasonable tasks requested by the Headteacher and Senior Leaders.

Knowledge

- NVQ Level 2/Cache Level 2 in Early Years or Supporting Teaching and Learning (or equivalent).
- Competency in Mathematics and English to grade 'C' at GCSE or equivalent.
- Intermediate knowledge of computing
- Knowledge and understanding of Keeping Children Safe in Education and awareness of general safeguarding in schools.
- Understanding of Data Protection and confidentiality
- Basic knowledge of First Aid
- Understanding of the EYFS and Primary Curriculum
- Understanding of the school's ethos and values.

Competencies

- Communication (written and verbal)
- Problem solving
- Team working
- Active listening
- Motivation
- Confident, warm, sensitive, reliable and enthusiastic

The accountabilities and responsibilities listed here are neither definitive nor exhaustive. The job description is therefore subject to change to reflect or anticipate changes in the post that may be required to accommodate the needs of the pupils and the school.

The post is classed as having a high degree of contact with children and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks.

The role will be reviewed annually.

Classroom/
Teaching Assistant.....Date.....

Headteacher.....Date.....

Business
Manager.....Date.....