



## Teaching Assistant

Pay grade: H23 to H25 depending on experience

£24,027 to £24,790 pro rata

Term time only, 32.5 hours per week

### 1. JOB OUTLINE

- To provide support to teachers in the management of pupils' learning
- To support the education of pupils who need particular help in overcoming barriers to learning.

### 2. DUTIES

- attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- 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
- assist with planning and delivery of learning activities
- liaise with parent and carers under the direction of a teacher
- administer routine tests
- accompany teachers and pupils on out of school activities and take responsibility of a group under the direction of a teacher
- assist with the development of ADPR and pupil passport programmes
- supervise, and provide individual support for pupils with identified special educational needs

### 3. EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

### 4. SAFEGUARDING

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.

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 sort through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

Please note 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.



## 5. SUPPORTING OAKMERE'S AIMS AND VALUES

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 learning activities, and in Performance Management and development, as required by the school's policies and practices.

## 6. SUPERVISION

The jobholder is managed either by a member of the school's senior management team. The school's performance management policies and practice determine the frequency of meetings. Their work is undertaken under the direction of teachers.

## 7. CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers.

## 8. KNOWLEDGE, EXPERIENCE AND TRAINING

### Essential

- Experience of working with or caring for children of the relevant age
- Good numeracy and literacy skills
- Some specialised or general training to improve the quality of support given.
- Basic knowledge of first-aid
- Ability to use ICT to support learning
- Understanding of learning programmes and strategies or the ability to learn quickly
  - Ability to work in a team

### Desirable

- Specific T.A. Qualification

## 9. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents

## 10. WORKING ENVIRONMENT

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

**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.**