



BROOKLAND INFANT AND NURSERY SCHOOL

Job Description

Teaching Assistant

Pay grade: H3

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

Responsibilities:

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher and /or SENDCO 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
- Support the teacher in behaviour management and keeping pupils on task
- Prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays and contribute to maintaining a safe environment
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas including facilitating games and activities
- Assist with break-time/lunchtime supervision
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as required, whilst encouraging independence. Also help with pupils' social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities where necessary (may involve lifting, where mobility is an issue).
- Assist with escorting pupils on educational visits and out of school activities
- Provide First Aid and administer medication when required
- Provide short term cover supervision of classes (up to 30% of working time)

Teaching Assistants may also undertake some or all of the following:

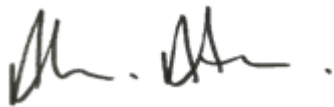
- Assist in the development of individual development plans for pupils (such as Personal Learning plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests

<p>Knowledge</p> <ul style="list-style-type: none"> Level 3 Certificate in Childcare NVQ level 2 in numeracy & literacy (or equivalent) Intermediate knowledge of ICT Basic knowledge of Health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Awareness of Data protection and confidentiality Understanding of the Schools ethos and values 	<p>Competencies</p> <ul style="list-style-type: none"> Communication (written and verbal) Problem Solving Team working Active Listening Motivation
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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.

This role will be reviewed annually as part of the PMD process

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.

<p>Postholder</p>	<p>Line Manager/Headteacher</p> <p>Alison Atkinson</p> 	<p>Date</p>
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