



Children are at the centre of everything we do

**GREENWAY PRIMARY 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 small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

**Responsibilities:**

- To inspire children with enthusiasm and a love of learning.
- To actively implement the school's commitment to the safety and well-being of children.
- To implement policies and procedures to promote high standards of behaviour and positive attitudes for all children
- 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 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 any issues 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

**Teaching Assistants 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 personalised plans for pupils such as one-page profiles
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum

- 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
- Provide short term cover supervision of classes

<p><b>Knowledge</b></p> <p>English and Maths GCSE grade 5 and above</p> <p>Intermediate knowledge of ICT</p> <p>Basic knowledge of Health, wellbeing and safety</p> <p>Awareness of keeping children safe</p> <p>Basic knowledge of First Aid</p> <p>Awareness of Data protection and confidentiality</p> <p>Understanding of the Schools ethos and values</p> <p>Understanding our therapeutic approach to behaviour management - Hertfordshire STEPS</p>	<p><b>Competencies</b></p> <p>Communication (written and verbal)</p> <p>Problem Solving</p> <p>Team working</p> <p>Active Listening</p> <p>Motivation</p>
--	---

*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.*