

Job Title: Teaching Assistant

Location: St John's Church of England Primary School

Pay grade: H2/3

Line Manager: Class Teacher

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. To ensure that the children at St John's feel safe, enjoy coming to school, make positive contributions to school life and are healthy.

Responsibilities:

- 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 and challenge individuals and/or small groups within lessons to access the curriculum and to make good progress within the lesson
- Deliver planned interventions under the guidance of the class teacher.
- 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 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
- Supervise children outside of timetabled lessons ensuring that they are safe, happy and active with any needs during that time addressed fully and communicated to all effectively.
- Prepare and lead a range of activities outside of the timetabled lessons to ensure that children are engaged and active during all parts of the school day.
- Prepare, cook and serve a range of healthy food and drink as appropriate to the school day in a safe and clean environment.
- Entering key information on to systems such as SIMs and Medical Tracker to ensure behaviour and medical records are up to date so that they can be accurately reviewed.

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

- Work with individual pupils with special educational needs
- Provide short term cover supervision of classes
- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as Individual learning plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum

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- Invigilate tests
- 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
- Monitor and manage stock and supplies for the classroom.
- Support the class teacher in putting up displays in the classroom and around the school.
- Support pupils with their first aid needs and medication needs.
- Enhance school provision by running a range of activities at different times throughout the school day.

Knowledge	Competencies
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	Communication (written and verbal) Problem Solving Team working Active Listening Motivation

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.