



Together rain or shine

**Bridgewater
Primary**

Bridgewater Primary School
Bridle Way
Berkhamsted
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Job Description: KS2 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. To support children at lunchtime as directed by the school leadership team.

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 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
- Support children to ensure that they experience a safe and happy lunchtime
- 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 class teacher in the management of behaviour, in line with the school's Behaviour Policy.

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

- Work with individual pupils with special educational needs
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Assist with break-time supervision including facilitating games and activities
- 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.
- Provide short term cover supervision of classes
- Attend agreed professional development courses & School INSET days



- Attend agreed staff meetings. Other areas of responsibility:

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies • Promote the safeguarding of all pupils in the school

Person Specification:

Criteria	Qualities
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths. First-aid training, or willingness to complete it.
Experience	Experience working in a school environment or other educational setting. Experience working with children / young people. Experience planning and delivering learning activities.

<p>Skills and knowledge</p>	<p>Good literacy and numeracy skills.</p> <p>Good organisational skills.</p> <p>Ability to build effective working relationships with pupils and adults.</p> <p>Skills and expertise in understanding the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</p> <p>Excellent verbal communication skills.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Good ICT skills, particularly using ICT to support learning.</p> <p>Understanding of roles and responsibilities within the classroom and whole school context.</p>
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<p>Personal qualities</p>	<p>Enjoyment of working with children.</p> <p>Sensitivity and understanding, to help build good relationships with pupils.</p> <p>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding pupil's wellbeing and equality.</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference.</p> <p>Capacity to inspire, motivate and challenge children and young people.</p>
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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. 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. This role will be reviewed annually as part of the PM process.

