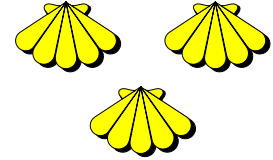


High Wych C E Primary School

Founded in 1861



Role : **TEACHING ASSISTANT**
Pay Grade : **H2- term time only**
Evaluation Date : **September 2022**

Purpose of the role: To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher following school policies and procedures at all time.

Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions
- Support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher
- To ensure that the good behaviour and conduct of children is maintained at all times
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment
- To ensure pupil development and adapt provision according to their needs

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

- Work with pupils with SEND and/or pupils whose first language is not English
- Assist in the delivering of individual development plans for pupils (such as Individual educational plans or Personal Educational Plans)
- Support children's learning through play
- Provide clerical/admin support, e.g. photocopying, typing, filing, record keeping
- Attend to pupils' personal needs, including the clearing up of blood or other bodily fluids of children after accident or sudden illness.
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Support pupils in using basic ICT
- Make and store learning resources to support the pupils
- Invigilate exams and tests as and when required
- 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
- From time to time take sole responsibility of whole classes during the short term absence of the class teacher
- Monitor and manage stock and supplies for the classroom if required.



<p>Knowledge</p> <p>NVQ Level 2/3</p> <p>Grade C in English and maths or working towards</p> <p>Basic knowledge of ICT</p> <p>Basic knowledge of Health, wellbeing and safety</p> <p>Awareness of keeping children safe</p> <p>First Aid Certificate and food hygiene</p> <p>Awareness of Data protection and confidentiality</p> <p>Understanding of the Schools ethos and values</p>	<p>Competencies</p> <p>Communication (written and verbal)</p> <p>Problem Solving</p> <p>Team working</p> <p>Active Listening</p> <p>Motivation</p> <p>Maintain accurate records including behaviour and first aid</p> <p>Safe lifting of children after falls or accidents and classroom furniture.</p>
<p>Expectations</p> <ul style="list-style-type: none"> • Arrive at school in plenty of time and ready to start in class at the designated start time • To check school emails regularly and respond appropriately • Attend a weekly briefing with other support staff • To be appropriately dressed at all times • To play an active part in the PTA and participate in whole school activities • To attend INSET days when required • The job may involve lifting children after falls or accidents and classroom furniture • To work lunchtimes and break times as required • Support the work of volunteers and other teaching assistants in the classroom • To contribute to and support the overall aims and ethos of the school. • To participate in training and performance management as required • To treat your own child in the same way as you would any other pupil during school times • To conduct yourself in a professional manner in and out of school by <ul style="list-style-type: none"> • not engaging in any inappropriate discussions relating to school business especially via social networking • only engaging in positive conversations about school life • only engaging in confidential conversations in the appropriate environment particularly in relation to child protection 	

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.

Name:

Date:

Signed:

