**Name:**

**Pay grade – H2**

**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.

**Responsibilities:**

* Work with individual pupils with special educational needs
* Work with pupils for whom English is not their first language
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher and /or SENDCO
* 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 the teacher in monitoring, assessing and recording pupil progress/activities
* 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
* 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
* 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 breaktime and 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
* Provide First Aid and administer medication when required
* Record basic pupil data
* Support children’s learning through play
* Support pupils in using basic ICT

**Teachings Assistants in this role may also undertake some or all of the following:**

* Invigilate exams and tests

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| **Knowledge**  NVQ level 1 (or equivalent)  Basic knowledge of ICT  Awareness of Health, wellbeing and safety  Awareness of keeping children safe  Awareness of Data protection and confidentiality  Basic knowledge of First Aid  Understanding of the Schools ethos and values | **Competencies**  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.*

*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.*

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| Postholder  Name  Signed | Line Manager/Headteacher  Name  Signed | Date |