

JOB DESCRIPTION

TITLE OF JOB: TEACHING ASSISTANT
LOCATION: AMWELL VIEW SCHOOL
GRADE: H3



1. JOB OUTLINE

1a) REASON JOB EXISTS

- To support the education of pupils who need particular help to overcome barriers to learning

1b) DUTIES

- Attend to pupils' personal needs, including social health, hygiene, first-aid and welfare matters
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing, record keeping, making resources
- Assist with the planning and delivery of individual education plans (or other pupil-specific plans)
- Monitor and evaluate pupils' progress and maintain pupil records
- Use specialist knowledge or experience to support pupils' learning
- Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of each pupil
- Use initiative to develop and implement actions that will promote the integration of the pupil with his/hers peers

1c) EQUALITIES

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

1d) HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

1e) CRIMINAL RECORDS BUREAU

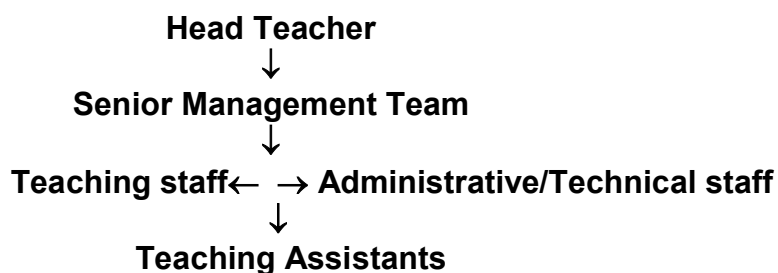
- This post is classed as having a high degree of contact with children or vulnerable adults, and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1f) ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice

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.

2. ORGANISATION CHART



3. SUPERVISION

- The jobholder is managed by a member of the School's Senior Management Team or by a more senior Teaching Assistant
- The frequency of meetings is determined by the school's performance management policies and practice

4. JOB CONTEXT

- The Job holder is one of a team of Teachers and Assistants who support the learning of pupils. Flexibility by all staff is important, in order to meet the varied needs of pupils
- The jobholder is managed by the Deputy Head, but may work with several Teachers. The jobholder works under the day to day direction and supervision of the Teacher to whom he/she is assigned
- The principal focus of the job is to support individual pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils)

6. CONTACTS

- The jobholder works with Teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as Educational Psychologists.

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age
- Good numeracy and literacy skills
- Basic knowledge of first-aid
- Ability to use modern technology, including photocopier, video recorder and personal computer
- Ability to work in a team

8. PHYSICAL EFFORT

- The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

9. WORKING ENVIRONMENT

- The job may include clearing up blood and other bodily fluids of children