



## **JOB DESCRIPTION**

<b>Title of job</b>	:	<b>Teaching Assistant</b>
<b>Location</b>	:	<b>Harpenden Academy</b>
<b>Salary</b>	:	<b>H3</b>

### **1 a) REASON JOB EXISTS**

- To support the education of pupils in primary classes within the Academy.

### **1 b) DUTIES**

- To support the planning and to provide a programme of activities suitable to the age range of the children.
- To ensure that activities take in to account the individual needs of each child.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of the children's activities / learning.
- To keep accurate records of allocated children and to implement plans in conjunction with the teacher.
- To ensure the safety and welfare of the children.
- To share responsibility for the assessment and monitoring of the needs of the children.

**See Appendix 1**

### **1 c) EQUALITIES**

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

## **1 d) 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.

## **1 e) 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.

## **1 f) 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.**

## **3. SUPERVISION**

- The jobholder is managed by the class teacher and KS1/KS2 co-ordinator.
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff.

## **4. JOB CONTEXT**

- The jobholder 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 class teachers and a member of the SLT 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 children's learning and care. Staff must be able and enthusiastic about working with a variety of professional disciplines and to put the child at the centre of their work.

## **5. 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.

## **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Ability to work on own initiative and as part of a team.
- Experience of providing high quality care and education to children of the relevant age.
- Understanding of the Primary National curriculum.
- Ability to keep records that will be helpful to inform planning, activities and feedback to parents, carers and other professional staff.
- Basic knowledge of first-aid.
- Ability to use modern technology.

## **7. PHYSICAL EFFORT**

- The job may require lifting children.

## **8. WORKING ENVIRONMENT**

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

## Appendix 1 – further clarification of responsibilities

Responsibilities	Key Tasks
Classroom Support	<ul style="list-style-type: none"> <li>▪ Assist in planning, organising and delivering of the curriculum</li> <li>▪ Provide a full range of stimulating activities for children as part of their physical, intellectual, emotional and social development</li> <li>▪ Assess and record the progress of pupils in line with school policy.</li> <li>▪ Supervise class and group activities and maintain discipline in line with school policy</li> <li>▪ Encourage the development of language and speech including the provision of additional assistance and support for those children with special needs.</li> <li>▪ Liaise with other professionals who may advise and support children, such as LINKS, physiotherapist. Assist the teacher and/or other professionals in devising individual teaching programmes involving basic self-care and cognitive skills.</li> <li>▪ Participate in the development of curriculum policies and working practices</li> <li>▪ Develop and encourage home-school links and attend appropriate consultation evenings.</li> </ul>
Pastoral Care and Supervision	<ul style="list-style-type: none"> <li>▪ To attend to the health, welfare and safety of the children at all times including playground supervision, care and cleaning of toys and toileting if necessary.</li> <li>▪ Supervision of children at lunch time.</li> <li>▪ To assist with the conduct and discipline of children at all times.</li> <li>▪ To dress minor wounds, dealing with epileptic seizures, assisting children with breathing difficulties and helping to maintain formal records of such treatment, subject to suitable training and instruction being provided.</li> <li>▪ To encourage and foster close relationships with children and their parents, offering help and guidance where appropriate.</li> <li>▪ To accompany and assist in planning school visits</li> </ul>
Environment & Resources	<ul style="list-style-type: none"> <li>▪ Assist in creating and maintaining a stimulating environment with a range of displays</li> <li>▪ Work collaboratively with colleagues to assist the general administration of school events</li> <li>▪ Assist in the ordering of stock and the tidy maintenance of resource areas</li> </ul>
Training	<ul style="list-style-type: none"> <li>▪ Attend agreed professional development courses &amp; School INSET Days</li> <li>▪ Attend appropriate staff meetings</li> <li>▪ Provide guidance and training for students, voluntary helpers &amp; work experience pupils</li> <li>▪ Where practicable cover for absent colleagues</li> </ul>
Other	<ul style="list-style-type: none"> <li>▪ Any other duties reasonably assigned by the Headteacher</li> </ul>

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.