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**Job Title: Teaching Assistant (TA)**

**Pay grade – H4** TAs at H4 are able to work across the school, in a range of classes (unless a RA limits this).

**Purpose of the Role:** An assistant in an H4 role at Greenside works beyond the expectations of a TA on H3. This is demonstrated through specialism, expertise, additional responsibility, or leading groups. H4 assistants will be required to mentor other TAs and are seen as ambassadors of the school for outstanding contribution.

**To note**: Greenside school has a limited number of H4 roles in the school and these are dependent on the current needs of the school. Specific roles are identified for H4 specialism.

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| **Responsibilities:**   * Be aware of and follow Greenside’s policies and procedures. Particularly with regard to child protection, health & safety and behaviour management, confidentiality and data protection * Be aware of children’s safeguarding procedures, including where and when to record incidents and disclosures. * Be aware of and support the different learning needs and ensure that learners have equality of access to opportunities to learn and develop. |
| Also, as per H3 responsibilities plus:   * To supervise and mentor other staff in classes and across the school. Training will be given to support and maintain this role * Supports the class leads through greater understanding of the next steps of learners in their class and is able to describe their targets and support in planning for next steps. * To provide PPA cover, for up to 10% of time (approx. one afternoon) a week. This will be a lesson in which the TA feels confident in its subject content and is supported in the planning and preparation * To access H4 specific training - details available (but will include coaching, mentoring and target setting e.g.)   Those with H4 responsibilities would also be expected to carry out at least one of these specialisms   * Specialist, learner specific training that requires complex training and carries a higher degree of responsibility. * Particular expertise or specialist training that is utilised in the school for cover or purpose of school development in teaching and learning * Able to drive a minibus – including re-assessment accreditation * Advance medical knowledge and support for learners with complex medical needs (beyond gastro/peg feeding)  |  |  | | --- | --- | | **Knowledge**  Awareness and understanding of Keeping Children Safe in Education  NVQ level 2 in numeracy & literacy (or equivalent) desirable  Intermediate knowledge of ICT necessary  Knowledge of Health, wellbeing and safety  First Aid desirable  Awareness and understanding of Data protection and confidentiality  Understanding of the Schools ethos and values  \*continued professional development leading to advanced accreditation | **Competencies**  Good Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation  Monitoring  Sensitivity  Resilience  Swimmer/physical fitness to support all activities offered |   **Job Specification** |
| |  |  |  | | --- | --- | --- | | **Skills & Personal Qualities – Above H3 qualities** | **Essential** | **Desirable** | | **A positive outlook** | **x** |  | | **A solution focussed approach to problems** | **x** |  | | **Able to mentor others in a supportive and approachable manner** | **x** |  | | **Professional at all times in school** | **x** |  | | **Attendance at continuing professional development** | **x** |  | | **Pro-active and enthusiastic nature** | **x** |  | | **To have initiative to progress own personal development** | **x** |  | | **Able to commit to being able to attend school in line with our Health and attendance policy** | **x** |  | |

*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. Online checks will be carried out for successful candidates, as detailed in Keeping Children Safe in Education 2023.*

*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.*