

## Job Title: Teaching Assistant – 1 to 1 support

**Location:** Highbury

**Pay grade – H2**

**Purpose of the role:** To support children who may have additional needs with their welfare requirements or access to learning

### Responsibilities:

- To administer any medication for children with parent consent and appropriate training as identified and agreed with the Headteacher
- Support identified children through the day, including the lunch break, ensuring their safety and wellbeing
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence, including at lunchtime
- Work with individuals or small groups of pupils in class under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions and 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 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

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

- Record basic pupil data
- Support children's learning through play
- Assist with other break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT

Knowledge	Competencies
NVQ level 1 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
Basic knowledge of First Aid	
Understanding of the Schools ethos and values	

*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.*

*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.*