

Job Description

Job title	Teaching Assistant
Pay Grade	H2
Purpose of the Role	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. Where necessary, providing learning support to pupils who need particular help to overcome barriers to learning.
Responsibilities:	<ul style="list-style-type: none"> • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Support the teacher in monitoring, assessing and recording pupil progress/activities • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • Support learning by arranging/providing resources for lessons/activities under the direction of the teacher • 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 • Understand and support independent learning and inclusion of all pupils as required • Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN • Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional • Select and adapt appropriate resources/methods to facilitate agreed learning activities
Teachings Assistants in this role may also undertake some or all of the following:	<ul style="list-style-type: none"> • Work with individual pupils with special educational needs • Work with pupils for whom English is not their first language • Assist in the development of individual development plans for pupils (such as Individual educational plans) • Invigilate exams and tests • Assist in escorting and supervising pupils on educational visits and out of school activities • Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays • Support pupils in developing and implementing their own personal and social development • Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence • Provide short term cover supervision of classes • Work with pupils not working to the normal timetable • Assist with break-time supervision including facilitating games and activities • Where appropriate administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training • Undertake moving and handling activities as required. • Establish and maintain relationships with families and carers and other adults, e.g. speech therapists
Knowledge	<p>NVQ level 1 (or equivalent) Basic knowledge of ICT Basic knowledge of Health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Awareness of Data protection and confidentiality Understanding of the Schools ethos and values</p>

Competencies	Communication (written and verbal) Problem Solving Team working Active Listening Motivation Resilience Sensitivity
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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 PM 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.