



Tanners Wood School

JOB TITLE: TEACHING ASSISTANT
REPORTS TO: HEAD TEACHER/DEPUTY HEAD TEACHER
SALARY RANGE: H1-2

Purpose of the role:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

1. Responsibilities:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions 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 break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

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

2. General

- Communicate effectively with children, staff, parents, governors, outside agencies and visitors to the school.
- Inclusion in Performance Appraisal Framework.
- Training and development within the school's CPD programme.
- To participate in general school activities and special events.
- Ensure a safe and healthy environment by carrying out teaching assistants responsibilities as set out in the School Policies.
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.

3. Safeguarding

Tanners Wood school is committed to safeguarding children and young people and expects all staff to promote the welfare of its pupils as outlined in school policies and procedures. A successful appointment will depend upon an enhanced DBS check and appropriate references.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review. The responsibilities and duties listed above describe the current post, however, the post-holder is expected to accept any reasonable alterations that may be necessary. *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.*

Head Teacher:

Signature:

Date:

Post Holder:

Signature:

Date:

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.