



# **Teaching Assistant**

## **Job Description**

<b>JOB TITLE:</b>	<b>TEACHING ASSISTANT</b>
<b>HOURS:</b>	<b>37 HOURS / 5 DAYS PER WEEK</b>
<b>REPORTS TO:</b>	<b>ASSISTANT &amp; DEPUTY HEADTEACHERS</b>
<b>GRADE:</b>	<b>H5 (TTO + 1 WEEK for attending insets/twilights)</b>

### **Purpose of the job**

Provide support to subject leaders and teachers in the management of students' learning and behaviour.

### **Main Duties**

Support for Students:

- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students, encouraging them to interact with others but also to act independently where appropriate.
- To supervise and provide individual support for pupils at unstructured times.
- To work with students providing in-class and withdrawal support for individuals and, on occasions, small groups of students of any ability and in any curriculum area, including Solutions.
- To provide support for students with personal, emotional, social, and behavioural problems, e.g. by giving time to listen to their concerns to enable students to feel valued and respected.
- To help with creating resources for students.
- To develop students' problem solving skills by providing opportunities for developing investigative skills and encouraging students to use a variety of information sources and seek a range of solutions.
- To use ICT for learning activities and support students to develop competence and independence in the use of ICT.
- To use specialist curricular knowledge or experience to support pupils' learning.
- To administer and assess routine tests and undertake routine marking of pupils' work.
- To carry out administrative tasks as necessary.
- To supervise whole classes during the short-time absence of a teacher.
- Any other duties as specified by the Headteacher.

### **Support for the Subject Leader/Teacher**

- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To use strategies, in liaison with the teacher, to support students in achieving learning goals.
- To prepare the classroom as directed for lessons and clear afterwards.
- To support and help to maintain a purposeful, orderly, safe and supportive environment, in accordance with subject plans.
- To support and complement the work of teachers by utilising administrative time to complete the following:

- Responding to individual needs by personalising resources for an individual or small group.
- To supervise whole groups during the short-term absence of a teacher.

#### **Support for the Centre:**

- To ensure all students have equal opportunities to learn and develop.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, and confidentiality, reporting all concerns to the appropriate person.
- To contribute to the vision, values, and ethos of the centre.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To undertake administrative responsibilities.
- To attend, where appropriate, whole centre events.
- To ensure a good knowledge of the whole centre calendar and forthcoming events by reading the morning briefing and liaising with appropriate staff in advance of events as required.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance management as required.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager.

#### **Knowledge, Experience and Training:**

- Experience of working in a school setting with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to make effective use of modern technology to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.

#### **Equal Opportunities:**

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

#### **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. 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.

#### **Safeguarding**

Rivers ESC is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) with barred list check.

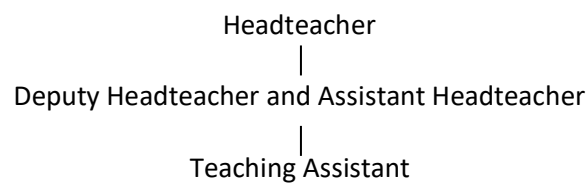
### **Disclosure and Barring Service**

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 Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks.

### **Additional Information**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

### **ORGANISATION CHART**



### **Supervision**

The jobholder is managed by the PE Teacher (Simon Dent). The frequency of meetings is determined by the centre's performance management policies and practice. No supervision of staff.

### **Contacts**

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

*The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary; this may include working across all sites if needed. The postholder works under the direction of the Assistant Headteacher and is accountable to both the Assistant Headteacher and Deputy Headteacher who will delegate areas of responsibility as required. The Assistant Headteacher is responsible for the postholder's performance management. This job description may be amended at any time after full consultation, but in any case, will be reviewed annually.*