

Teaching Assistant

1a) JOB ROLE

To support the education of students who need particular help to overcome their behaviour related barriers to learning.

1b) MAIN DUTIES AND AREAS OF RESPONSIBILITY

- To escort students to and assist them in their lessons.
- To actively be involved in all aspects of the students' school days including their social interaction time.
- To provide one to one tuition when required and to ensure that appropriate work is organised and available.
- To attend to students' personal learning needs, their social, health and welfare matters.
- To monitor and evaluate students' progress and maintain student records.
- To assist with students' progress in Literacy and Numeracy.
- To implement specialist knowledge and/or experience to support students' learning.
- To liaise with staff and parents/carers regarding matters appropriate to students' wellbeing and safety.
- To use initiative to develop and implement actions that will promote the integration of students with their peers.
- To undertake roles as directed by Subject Leaders and the Senior Leadership Team.

1c) EQUALITIES

- Be aware of and to support differences. To ensure that students have equality in accessing opportunities to learn and to develop.

1d) HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to Child Protection; Health and Safety; Confidentiality and Data Protection and report all concerns to an appropriate person.

1e) DISCLOSURE BARRING SERVICE (previously: CRIMINAL RECORDS BUREAU)

- 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 Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure Barring Service is in the guidance notes to the application form. If you are invited to interview you will receive more information.

1f) ADDITIONAL INFORMATION

- To contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice
- 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 be necessary.