**TITLE OF JOB : TEACHING ASSISTANT - Reception**

**GRADE : H1-3 depending on experience**

**1. JOB OUTLINE**

**1 a) REASON JOB EXISTS**

To provide a high level support to teachers in the learning of all children in Reception.

**1 b) DUTIES**

* Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
* Develop continuous provision and contribute to Reception planning
* Implement planned learning activities and teaching programmes as agreed with the teacher
* Prepare classrooms resources and clear afterwards and assist with the display of pupils' work
* Liaise with parents and carers under the direction of the class teacher
* Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
* Administer routine tests and assessments
* Liaise with parents and carers, under the direction of a teacher
* Cover first aid/lunch duties where required.
* Provide PPA cover for class teacher.
* Assist with the development and implementation of interventions as appropriate

**1 c) EQUALITIES**

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

**1 d) HEALTH AND SAFETY**

# 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.

**1 e) 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 Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**2.** **SUPERVISION**

The jobholder is managed by a member of the school's senior management team, who carries out performance appraisals and reviews. The jobholder works under the day-to-day supervision of the teacher to whom he/she is assigned.

**3.** **JOB CONTEXT**

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

**4.** **KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working with children of the relevant age.
* Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.
* NVQ level 3 in Children’s Care, Learning and Development (or ability to obtain the qualification within one year)
* Understanding of the curricular requirements of the school, these to include statutory requirements.
* 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.

**5. PHYSICAL EFFORT**

The job may involve lifting children after falls or accidents or moving furniture or educational equipment.

**6. WORKING ENVIRONMENT**

This a friendly and welcoming school. There is a dedicated staff room for breaks. The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

**7. ADDITIONAL INFORMATION**

The jobholder is required 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 from time to time be necessary.**

October 2024