



## Job Title: Teaching Assistant

Pay grade – H2/H3

**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. This role also includes working part of the lunchtime.

**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.

<p><b>Knowledge</b></p> <p>NVQ level 1 (or equivalent)</p> <p>Basic knowledge of ICT</p> <p>Awareness of Health, wellbeing and safety</p> <p>Awareness of keeping children safe</p> <p>Awareness of Data protection and confidentiality</p> <p>Basic knowledge of First Aid</p> <p>Understanding of the Schools ethos and values</p>	<p><b>Competencies</b></p> <p>Communication (written and verbal)</p> <p>Problem Solving</p> <p>Team working</p> <p>Active Listening</p> <p>Motivation</p>
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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. **A NEW DBS WILL BE CARRIED OUT EVERY THREE YEARS.** 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 PMD 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.*

Signed .....

Date .....

Print Name .....