



All Saints CE Primary School and Nursery

Job Description: Teaching Assistant

JOB TITLE: Teaching Assistant (TA)
REPORTS TO: Headteacher/Class teacher
SALARY RANGE: H2 (Herts NJC Scale)

Purpose of the role: To work with teachers as part of a professional team to support teaching and learning. Providing general and specific learning or pastoral support to pupils, under the direction, guidance, and supervision of the classroom teacher.

Responsibilities:

- Deliver planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate when necessary.
- Assist in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing, and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher, including setting up and clearing away, photocopying, filing, and the display & presentation of pupils' work, helping to contribute to a safe learning environment.
- Support the teacher in positive behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Supervise and provide individual support for pupils with identified special educational needs.

Postholders may also undertake some or all of the following:

- Support children's learning through play
- Work with pupils for whom English is not their first language
- Administer medication in accordance with an agreed plan prepared under direction of healthcare practitioner and following appropriate training
- Record basic pupil data
- Assist with break-time supervision and lunchtime supervision including facilitating games and activities
- Assist with escorting pupils on educational visits and out of school activities
- Support pupils in using basic ICT
- Attend to pupils' personal needs when needed, including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.

Knowledge	Competencies
NVQ level 2 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
Basic knowledge of First Aid	Resilience
Understanding of the Schools ethos and values	Sensitivity

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 All Saint's Primary School'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.

The postholder 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, as required by the needs of the school or statutory requirements placed on the school through policies and practice. 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 (Postholder):

Signed (Headteacher):

Date: