

JOB DESCRIPTION

TITLE OF JOB : Graduate Teaching Assistant
(School Direct Opportunity)
LOCATION : SCHOOLS
GRADE : H5



1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide support to teachers in the management of pupils' learning.

1 b) DUTIES

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- Prepare classrooms and clear afterwards and assist with the display of pupils' work
- Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- Assist with the planning and delivery of learning activities
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Administer routine tests
- Liaise with parents and carers, under the direction of a teacher
- Assist with the development and implementation of individual education plans and personal care programmes.
- From time-to-time, supervise whole classes during the short-term absence of a teacher.
- Within an agreed system on supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives.

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 DBS as part of Hertfordshire County Council's pre-employment checks. A Disclosure Declaration will also need to be provided. 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.

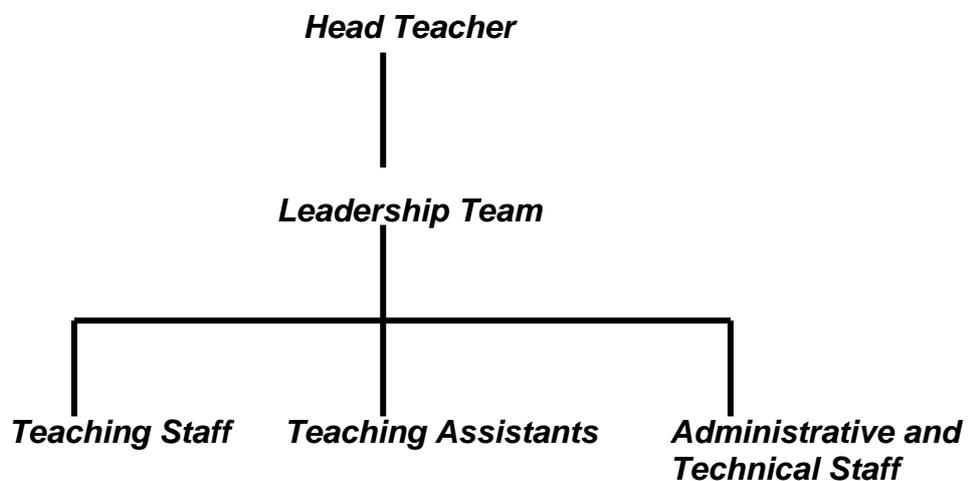
1 f) ADDITIONAL INFORMATION

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.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed either by a member of the school's senior management team or by a more senior teaching assistant. The frequency of meetings is determined by the school's performance management policies and practice.

No supervision of staff.

4. JOB CONTEXT

The set of job descriptions allows some employees to grow into the next job description provided:

- a) the school has sufficient work of the right level that would justify the next job description, and
- b) the jobholder has gained sufficient knowledge and skills, either through qualification or through experience, to fulfil the duties of the next job description.

5. CONTACTS

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service)

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with children of the relevant age
- ◆ Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Level 4 (Grade C) in English, Maths and Science
- ◆ 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 work with a minimum of supervision and within a team
- ◆ Ability to manage pupils in a classroom setting

7. PHYSICAL EFFORT

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?

The job may involve lifting children after falls or accidents

8. WORKING ENVIRONMENT

To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.

The job may include clearing up blood or other bodily fluids of children after accident of sudden illness.