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|------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Post Title</b>            | <b>Teaching Assistant</b>                                                                                            |
| <b>School / Organisation</b> | Avanti Meadows                                                                                                       |
| <b>Location</b>              | Bishop's Stortford                                                                                                   |
| <b>Grade</b>                 | Grade 2, £24,721 - £24,903 per annum, pro rata<br>(Approximately £17,134 - £17,260 pro rata per annum (0.69309 FTE)) |
| <b>Hours</b>                 | 32.5 hours per week                                                                                                  |
| <b>Contract Type</b>         | Permanent                                                                                                            |
|                              | Term Time only                                                                                                       |
| <b>Reports to</b>            | Head of School                                                                                                       |
| <b>Preferred Start Date</b>  | As soon as possible                                                                                                  |

### MAIN PURPOSES OF THE JOB

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### RESPONSIBILITIES OF THE JOB

#### Support for pupils:

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.

#### Support for the teacher:

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under the guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.



### Support to the school

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out-of-school activities within contracted hours as required
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policies and the Trust's Ethos Policy

### Support for the curriculum

- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the principal.

### PERSON SPECIFICATION

| Criteria |                                                                                                                    | Requirement |           |
|----------|--------------------------------------------------------------------------------------------------------------------|-------------|-----------|
|          |                                                                                                                    | Essential   | Desirable |
| 1.       | Experience of working with relevant age group within a learning environment.                                       | X           |           |
| 2.       | Good level of literacy and numeracy skills.                                                                        | X           |           |
| 3.       | Experience of general administrative work e.g. photocopying, laminating and the ability to work well within a team | X           |           |
| 4.       | Experience in a relevant discipline                                                                                | X           |           |
| 5.       | Ability to communicate clearly and concisely both orally and in writing.                                           | X           |           |
| 6.       | Ability to successfully complete first aid training as required.                                                   | X           |           |
| 7.       | An understanding of classroom roles and responsibilities                                                           | X           |           |
| 8.       | Ability to relate well to children and adults.                                                                     | X           |           |
| 9.       | Good keyboard skills and knowledge of relevant ICT packages, computer, audio and video equipment                   | X           |           |
| 10.      | Knowledge of relevant policies and codes of practice and awareness of relevant legislation.                        | X           |           |
| 11.      | Ability to provide necessary personal care to children                                                             | X           |           |
| 12.      | High degree of drive, resilience and enthusiasm                                                                    | X           |           |
| 13.      | Promote and safeguard the welfare of children and young people                                                     | X           |           |
| 14.      | Awareness of Health and Safety requirements within a school setting.                                               |             | X         |
| 15.      | Commitment to professional development, learning and development.                                                  | X           |           |



### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - [Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf](#)