

Teaching Assistant Job Description

Post Title: Teaching Assistant
Location: Stevenage ESC
Responsible to: Head of Centre

1a) PURPOSE OF THE JOB

- To provide support to teachers and students in the management of students' learning and behaviour.

1b) MAIN DUTIES

The jobholder may not fulfil all of the duties listed below but should be prepared to undertake them when required:

- Classroom support for teaching staff and students for academic and practical lessons including, but not limited to, English, Maths, Science, Construction, Cooking and Art
- Individual support for students on-site
- Reading with students to accelerate literacy
- Re-integration support
- Testing of students on entry/exit
- Administration of reward system
- Maintenance of Library including cataloguing of books
- Cataloguing equipment/resources
- Preparation of teacher/classroom resources as requested
- Ordering of resources for staff
- Contributing to reports/briefings /staff meetings as required
- Filing as necessary
- Centre classroom displays
- Photocopying/laminating as required
- Collating student reports
- Invigilating examinations as required
- Student transport as necessary
- Collecting student phones as required

Specific Responsibilities

- To run a lunch time/After School Club

1c) EQUALITIES

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

1d) 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.

1e) DISCLOSURE & BARRING SERVICE

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 Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment

checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the Centre's policies and practice.

**** The duties and responsibilities listed previously 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. SUPERVISION

The Head of Centre performance manages the jobholder. The school's performance management policies and practice determine the frequency of meetings.

The post has no supervision of staff.

3. CONTACTS

The jobholder works directly with teachers and students and has occasional contact with parents, carers, other agency professionals and school staff.

4. KNOWLEDGE, EXPERIENCE AND TRAINING

See person specification below.

5. PHYSICAL EFFORT

The job may involve physical effort such as lifting equipment during practical lessons.

6. WORKING ENVIRONMENT

The job includes working within practical lessons at the Centre and may involve use of large tools and pieces of machinery, and work in environments where there is exposure to noise or hazardous materials. Suitable protective equipment should be worn when applicable.

Person Specification Teaching Assistant

Desirable/Essential	Personal Quality
E	Awareness of the need for confidentiality in all casework
E	Have good numeracy, literacy and ICT skills
E	Qualify for or hold an enhanced DBS check
E	Willing to participate in training as required
E	Willing to be a team member and have a good sense of humour
E	Own transport (mileage allowance claimable)
D	Practical skills across curriculum subjects
D	Experience of Classroom Support
D	Experience of working with Key Stage 3/4 students
D	Successful delivery of 1:1 and small group support in and out of the classroom
D	Knowledge and experience of student management in the classroom
D	Ability to plan, record and evaluate on delivery of programmes
D	Understanding of student safeguarding and child protection processes
D	First Aid knowledge/certificate, or willingness to gain First Aid qualification

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This role will be reviewed annually as part of the PMR process