

# Hartlebury CE VC Primary School

## Job Description



**Responsibility:** Teaching Assistant

**Grade:** Teaching Assistant Level 2

**Responsible to:** Executive Headteacher/Head of School

Providing an equitable educational experience for all of our children is fundamental at Hartlebury CE VC Primary School. Ensuring all students can access education to meet their individual needs is, therefore, a priority.

The post holder will support the classroom teacher in delivering the curriculum with their responsibilities for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**

### **KEY RESPONSIBILITIES:**

- To embody the values, vision and ethos of Hartlebury CE VC Primary School and Severn Academies Educational Trust.
- Contributing to the continued delivery of the Trust aims as outlined in our 'Pledge'.
- Modelling and promoting the Trust's well-being principles.
- Assist the Executive Headteacher/Head of School in delivering policy that will ensure high-quality and successful outcomes for Hartlebury CE VC Primary School.
- Take responsibility for your ongoing personal development and growth of expertise.
- Championing the professional integrity of the school including supporting the distinctive Christian ethos of the school.
- To undertake work largely regulated by laid down procedures, needing creative skills to deal with routine problems.
- To form and administer good levels of communication with all stakeholders.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs.
- To monitor individual children's problems, progress, achievements and condition and report these to the designated Line Manager as appropriate.

### **SPECIFIC DUTIES:**

Under the direction and control of the Classroom Teacher:

- Adhering to and maintaining school routines and codes of conduct.
- To utilise the whole school reward policy to add value to child learning.
- To assist the teacher with learning activities in the classroom.
- Contributing to the planning of work to meet the needs of the KS2 Framework (SATs) or National Curriculum and the individual needs of children.
- To understand the wider educational context within which the curriculum is delivered.
- Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings as required.
- Under the guidance of the teacher, interpret the lesson objectives in a manner that allows individual children to enhance their understanding.
- To offer advice and direction to children according to their abilities.
- To assist children in gaining the necessary skills thus allowing them increased access to the curriculum.

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- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of tests.
- To display and present children's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and the discipline of children, within the procedures of the school and at Lunchtime.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including hearing children read.
- Answering questions from children.
- Providing support for all curriculum areas.
- Assisting with supervision of children within the school.
- Assisting the pupils to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as Educational Psychologists.
- To contribute to meetings to discuss the specific child's progress.
- To ensure that children are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforce the child(ren)'s self-esteem through praise and encouragement.
- To monitor individual student progress and to report upon this progress when called upon.
- To build up students' confidence and self-esteem in the desire to make all pupils independent learners.
- To assist in creating an inclusive learning environment.
- To organise and deliver enrichment activities.
- To be prepared to train for cover supervision and carry out cover supervision duties as necessary.
- To develop a mutually supportive and forward-looking relationship with teaching staff.
- To differentiate instructions given by the teacher thus allowing individuals to prosper.
- By understanding the nature of the tasks set prior to the lesson and by so doing improve the quality of teaching and learning.
- To work within the context of a professional team furthering the ethos of the school.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To support, more widely, children with SEND
- Assist in the educational and social development of children under the direction and guidance of the Class Teacher, SENDCO and Headteacher.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team meetings when appropriate.
- Undertake professional duties that may be reasonably assigned by the Headteacher or the class teacher
- be proactive in matters relating to health and safety.
- To present the school in a professional manner at all times.

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### General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises/work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work are of a high standard and comply with current legislation / professional standards.

### Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

### Equalities

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

### GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Executive Headteacher/Head of School.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.