**Job Title: Teaching Assistant**

**Location: Highwood Primary School**

**Pay grade – H2**

**Purpose of the role:** To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Responsibilities:**

* Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
* Support pupils to understand instructions support independent learning and inclusion of all pupils
* Support the teacher in behaviour management and keeping pupils on task
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

**Teachings Assistants in this role may also undertake some or all of the following:**

* Record basic pupil data
* Support children’s learning through play
* Assist with break-time supervision including facilitating games and activities
* Assist with escorting pupils on educational visits
* Support pupils in using basic ICT
* Invigilate exams and tests
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

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| **Knowledge, experience and training**  NVQ level 1 (or equivalent)  Basic knowledge of ICT  Awareness of Health, wellbeing and safety  Awareness of keeping children safe  Awareness of Data protection and confidentiality  Basic knowledge of First Aid  Expectation of attendance for Inset day training  *Part-time staff need to be trained to the same standard as full-time staff in order to perform their roles effectively and should not be disadvantaged due to their part-time contracts.*  *Highwood Primary School therefore recommend that part-time staff attend all necessary training days/none pupil days.* | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation |

*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. 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.*

This job description has been agreed by the parties below:

Name: ………………………………………………………………………………………………

Signed: ……………………………………………………………………… Date: ………………………………….

Name: Mrs Bindu Rai, Headteacher

Signed: ……………………………………………………………………… Date: ………………………………….