



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## JOB DESCRIPTION

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**NAME:**

**POST:** Teaching Assistant

Permanent, Term time only

Mon - Tue 8.15am - 4.00pm & Wed - Fri 8.15am - 4.05pm

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**GRADE:** A

**PAY RANGE:** Spinal Point 3-11

**Subject to formal evaluation under the pay equity review by the salary grade**

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### **JOB PURPOSE:**

- To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate

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### **DUTIES AND RESPONSIBILITIES:**

#### **Support for pupils (either individually or in groups)**

- Support the activities of individuals or groups of children
- Participate in the education of children, including contributing to their health and wellbeing
- Support pupils during learning activities.
- Promote pupils' social and emotional development.
- Contribute to the health and wellbeing of pupils.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills.

- Support pupils to access the curriculum.
- Establish and maintain relationships with individual pupils and groups
- Deal with the personal care needs of children where appropriate in line with the guidance of the local authority
- Support Gifted and Talented pupils

### **Support for the teacher (s)**

Provide support for learning activities by:

- Supporting the teacher in the planning and evaluation of learning activities
- Supporting the delivery of learning activities
- Supporting in organising effective learning environments and maintaining appropriate records
- Supporting literacy and numeracy activities in the classroom
- Supporting the maintenance of pupil safety and security

Contribute to the management of pupil behaviour by:

- Promoting school policies with regard to pupil behaviour
- Supporting the implementation of strategies to manage pupil behaviour
- Undertaking routine marking in line with school policy
- Providing clerical/admin. support, e.g. photocopying, collecting money, sorting resources

### **Support for the school**

- Provide support to colleagues
- Develop own effectiveness in a support role

### **Support for the curriculum**

- Support the use of information and communication technology in the classroom
- Work as required across the curriculum and in all Key Stages within the school as appropriate to their training and experience.

## **GENERAL: Support Staff**

### **Please note all individuals should**

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, and reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.

- To participate in My Appraisal in accordance with the generic school plan for My Appraisal.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives e.g. Publicity Consent
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.
- Perform any other duties as commensurate within the grade in order to ensure the smooth running of the school.

**SUPERVISION RECEIVED:**

**Supervising Officer's Job Title: Director of Inclusion (SENCO)**

**LEVEL OF SUPERVISION**

- ~~Regularly supervised with work checked by supervisor.~~
- Left to work within established guidelines subject to scrutiny by supervisor.
- ~~Plan own work to ensure the meeting of defined objectives.~~

**This job description reflects the tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.**

**The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.**

**6. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

**Job Description issued following consultation by**

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**Signature of Headteacher**

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**Signature of Post Holder**

**Date.....**