



SPELLBROOK C of E PRIMARY SCHOOL (VC)

Learn together, Enjoy together, Succeed together

Job Description – Teaching Assistant

Pay grade – H1

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 supervision of the classroom teacher.

Responsibilities:

- Work in a flexible way with the class teacher to meet the needs of all of the children in the class
- Have the ability to support the learning of groups of children and individuals including showing initiative in order to maximize your impact on learning
- Carry out specific interventions or catch-up activities with individuals or small groups of children
- Interact effectively with the children and their learning so that the children make maximum progress
- Have high expectations of what our children can achieve and the skills to enable this
- Support the teacher in maintaining a purposeful and meaningful learning environment
- Assist with ensuring that the children develop excellent behaviours for learning
- 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
- Create and maintain excellent relationships with the whole school community
- Work with all colleagues in creating and maintaining an ethos in line with the school values

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

- Record basic pupil data and complete records relating to children's learning
- Assist with break-time and lunch time supervision including facilitating games and activities and supervising children in the dining hall and outside areas.
- Assist with escorting pupils on educational visits
- Assist with first aid
- May be asked to support the school with it's out of school provision in running clubs (additional hours will be paid)

Knowledge

- GCSE grade 9 to 4 (A* to C) in Maths and English
- NVQ level 1 or NVQ level 2 or equivalent (desirable)
- 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
- Understanding of the Schools ethos and values
- Relevant experience related to the above responsibilities
- Knowledge of KS2 curriculum for English and Maths

Competencies

- Communication (written and verbal)
- Problem Solving
- Team working
- Active Listening
- Motivation
- Ability to model and explain key aspects of learning for English and Maths

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 role will be reviewed annually as part of the Performance Management process

The duties and responsibilities listed above 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.