



# STEVENAGE ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY



**Headteacher: Miss Adelaide Yarwood PGCE, BA (hons)**

**Learning, Loving, Living in God's Family**

## **Title of Job: Teaching Assistant Grade H2**

### **1a. Job Outline**

To work as part of a team under the overall direction of the Headteacher and to provide support to the teachers, in the management of pupil's learning.

### **1b. Duties**

**The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties.**

- Assist with the planning and delivery of learning activities.
- Provide support to individuals and groups, on teacher prepared activities, to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Contribute to the implementation of an agreed behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Attend to pupil's personal needs, including social, health, hygiene, first-aid and welfare matters, liaising with parents/carers, under the direction of the teacher and in accordance with the school policies and procedures.
- Preparing classrooms and clearing afterwards, to ensure a safe and stimulating learning environment.
- Provide admin support for the teacher, such as photocopying, filing and record keeping.
- Administer routine non-statutory tests.
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group as directed by the teacher.
- Supervise and provide individual support for pupils with identified special educational needs.
- Contribute to the safeguarding of all pupils by having an awareness of signs of abuse &/or neglect and reporting these in accordance with the relevant procedures and protocols.
- Keep up to date with professional practice, maintaining an understanding of the requirements of the role and individual responsibilities.

### **1c. Equalities**

- Be aware of and support difference and ensure that pupils 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. Criminal Records Bureau**

- 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 Criminal Records Bureau as part of the Hertfordshire County Council's pre-employment checks.

### **1f. Additional Information**

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

**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.**

### **2. Supervision**

- The jobholder works as part of a team under the management of the Head teacher and the Class teacher.
- There is no supervision of other staff.

### **3. Job Context**

The job is one of a team of teaching assistants jobs whose evaluated pay grade is determined by the level of responsibilities.

A jobholder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade for any job above this H2, the jobholder must be spending at least 50% of his/her time on higher level duties. These duties are specified in each job description above H2.

The set of job descriptions allows some employees to grow into the next job description provided:

the school has sufficient work of the right level that would justify the next job description, and the jobholder has gained sufficient knowledge and skill, either through qualification or through experience, to fulfil the duties of the next job description.

### **4. Contacts**

- The jobholder works with teachers and pupils and has occasional contact with other professionals and parents and carers.

### **5. Knowledge, Experience and Training**

- Experience of working with or caring for children of the relevant age.
- Maths & English GCSE grade C or above (or equivalent)
- NVQ Level 2 or above in Child Care Learning and Development.
- Basic knowledge of first-aid (regular training will be provided)
- Ability to use modern technology, including photocopier, camera, video camera and personal computer, to support learning.
- Ability to work in a team.

### **6. Physical Effort**

***To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?***

- The job may involve lifting children after falls or accidents.

### **7. Working Environment**

***To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment?***

- The job may include clearing up blood or other bodily fluids of children after an accident or sudden illness.