

HCAT



Job Description

Post Title:	Teaching Assistant
Department:	Ward Green Primary School
Reporting to:	Headteacher
Salary within the range:	Grade 2

Purpose of the post

To work under the direct instruction of teaching/senior staff or appropriate Teaching Assistant Staff. To undertake work/care/support programmes to enable access to learning for pupils to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Provide general support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.

Responsibilities

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning including 1 to 1 support
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Support pupils in accessing learning activities as directed by the teacher.
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested and other basic record keeping
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting/recording money etc.
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils
- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, early years, as directed by the teacher

- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Monitor and arrange orderly and secure storage of supplies
- Operation of everyday equipment in accordance with instructions
- Maintenance of everyday equipment, check for quality/safety
- Undertake simple repairs and report other damages
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings and participate as required
- Participate in development and other learning activities and performance development opportunities as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities
- Accompany teaching staff and pupils on visits, trips and out of school activities as require
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices • Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.
- To undertake any other duties, commensurate within the grade, at the discretion of the Head of School
Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

HCAT expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. HCAT Team members are expected to always respect confidentiality and safeguarding practices.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activity.

DBS Certificate

HCAT takes its duty to safeguard the young people with which it works seriously.

All HCAT Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

HCAT

Person

Specification



		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	Good numeracy/literacy skills	E	A/I
	2 GCSEs in English and Maths Grade A to C or equivalent (e.g. level 2 Adult literacy and Numeracy)	E	A/I
	NVQ Level 2 Supporting Teaching and Learning qualification or equivalent.	E	A/I
	Participate in development and training opportunities	E	A/I
Experience			
	Recent relevant experience including small groups and 1 to 1 work	E	A/I
	Working with or caring for children of relevant age or additional need	E	A/I
	General technical/resource support	D	A/I
General and Specialist Knowledge			
	Appropriate knowledge of first aid	D	A/I
	Willingness to undertake first aid training	E	A/I
	Use basic technology – computer, iPad, photocopier	E	A/I
	Basic understanding of child development and learning and ability to relate well to children and adults.	E	A/I
Skills and Abilities			
	Ability to relate well to children and adults	E	A/I
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	A/I
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	A/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	A/I

	Willing to undertake training and continuous professional development in connection with the post.	E	A/I
	Work in accordance with the Trust's values and behaviors.	E	A/I
	Able to undertake any travel in connection with the post.	E	A/I

	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	A/I
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	A/I
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	A/I
	A commitment to safeguarding and promoting welfare for all	E	A/I