



Hempstead Junior School Job Description

Job title: Teaching Assistant

Grade: D2

Responsible to: SENCO/ Class Teacher

Purpose:

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stages.

General duties:

- to be responsible to the Head teacher
- to also be responsible to the Special Educational Needs Co-ordinator (SENCO/Class teacher, as appropriate)
- to be responsible for the pastoral care of pupils under your supervision under the direction and guidance of the above
- to be responsible for the academic, physical and emotional, development of pupils under your supervision under the direction and guidance of the above
- normal hours of work: 8:30am – 12:15pm (with a 15 minute break taken when appropriate).

Specific duties:

- to work in general support of special needs in all areas of the curriculum
- to work on specific targets identified in a pupil's individual education plan
- to carry out assessments sanctioned by the class teacher/SENCO
- to work with individual children and small groups
- to work as a member of the team in planning, preparing and carrying out work agreed by the Classteacher/SENCO or designed by the classroom assistant and sanctioned by the Classteacher
- to discuss pupils' work and progress with the Classteacher/SENCO following support sessions
- to maintain a written record of work planned and results achieved if required
- to prepare, present, display and maintain resources for use in curriculum support
- to participate in in-service training and attend staff/team meetings where appropriate
- to keep up to date with new resources and other relevant information
- to maintain good discipline amongst the pupils in your care
- to take part in the efficient running of the school
- to help to maintain a happy, safe and stimulating learning environment under the direction of the above
- to assist with ensuring that children enjoy productive break times
- attend in school review, individual education plan, statement monitoring meetings as required
- meet regularly with the SENCO/Head Teacher

Working Environment

The post will be based within the school buildings but may involve accompanying pupils and teachers on school trips.

Person Specification

- Very good numeracy / literacy skills / GCSE Grade C (or NVQ2 equivalent) in Maths and English.
- NVQ Level 2 or equivalent in Teaching Assistance or equivalent experience.
- Willingness to develop ICT skills related to the teaching of pupils and administration of the post.
- Previous relevant experience
- Relevant/suitable qualification or prepared to study for a further qualification.
- Excellent interpersonal skills.
- Previous experience with assisting with primary aged children
- Sympathy with Children
- Ability to work as part of a whole school team
- Commitment to supporting staff and pupils in raising standards
- Commitment to participating in the wider aspects of school life such as special events.

Safeguarding responsibilities

- To understand the role and responsibilities of all staff in the safeguarding of children in the Federation and in providing a safe environment in which children can learn.
- To understand and meet the responsibilities as set out in Keeping Children Safe in Education 2020 Part One.
- To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description is subject to review by the Head Teacher in consultation with the postholder as appropriate to the changing needs of the school.

Signed Head Teacher _____ Date _____

Signed Staff member _____ Date _____