



Lady Hawkins' School

Kington - Herefordshire

Headteacher: Mr Paul Jennings M.Phil BSc (Hons)

JOB DESCRIPTION: Teaching Assistant – Level 2

Organisational information:

Responsible to: SENCO/Classroom Teacher/Headteacher

Main Purpose of Job:

- 1) To assist with the preparation of materials and delivery of the curriculum
- 2) To assist with group activities within and away from the classroom
- 3) To assist with the assessment of children's progress
- 4) To assist with meeting medical, personal, social and behavioural needs
- 5) To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports

Main Responsibilities/Accountabilities:

- 1) Support the ethos of the school and follow school routines and procedures
- 2) Undertake a programme of Induction and attend in-service training within and outside school as directed by the Headteacher
- 3) Be aware of, and maintain, confidential issues as required

Under the direction of the teacher and/or line manager to:

- 4) Assist in the planning and delivery of designated areas of the curriculum
- 5) Support pupils in accessing and understanding lesson objectives
- 6) Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT
- 7) Support the implementation of the school's behaviour policy
- 8) Assist with group activities within and away from the classroom
- 9) Promote the self-esteem, progress and independent learning of children
- 10) Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate
- 11) Support the teacher in the assessment, recording, and reporting of pupils' progress
- 12) Participate in the planning, delivery and evaluation of individual education plans with the teacher and SEN Co-ordinator
- 13) Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils
- 14) Contribute to reviews of children's progress as required
- 15) Facilitate the inclusion of children with special educational needs and their access to the curriculum
- 16) Support, as directed, links between home and school
- 17) Liaise, as directed, with other professionals to support children's needs
- 18) Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time
- 19) Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required
- 20) Be aware of and promote children's general welfare and follow the school's health and safety procedures

- 21) Assist with the preparation and monitoring of display materials
- 22) Carry out other duties as directed by the Headteacher
- 23) To undertake designated administrative and clerical tasks, in order to support teaching and learning
- 24) Undergo review of duties and responsibilities according to the school's schedule

Pay and conditions

Term time only;

04HC pay scale £19,264 - £20,043

Pro rata depending on hours and scale point

General Information

The post holder will be required to comply with the school's policies and procedures.

The school has a no smoking policy. Employees are not permitted to smoke on any of the school's premises nor in any vehicle used on school business.

The post holder will promote the School's Health & Safety work policies and ensure these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children. It is an essential requirement that employees are aware of the school's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This job description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the school.

Other activities commensurate with this job description may from time to time be undertaken by the post holder.