



## JOB DESCRIPTION

<b>Job Title:</b> Teaching Assistant -	
<b>Directorate:</b> Education	<b>School:</b> Mainstream schools
<b>Responsible to:</b> Headteacher	
<b>Responsible for:</b> No staff responsibilities	
<b>Functional links with:</b>	
<b>Main Purpose of Job:</b> To assist, under the direction of the head teacher and other designated teachers, with the education, care and welfare of children.	
<b>Main Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• To assist in the preparation of materials and programmes of work.</li><li>• To assist with group activities within and away from the classroom.</li><li>• To assist with any medical, personal, social and behavioural problems.</li><li>• To safeguard children</li></ul>	
<b><u>Job Activities:</u></b> <ul style="list-style-type: none"><li>• Support the ethos of the school and follow school routines and procedures.</li><li>• Undertake a programme of induction and attend other relevant in-service training as directed by the head teacher.</li><li>• Be aware of, and maintain, confidential issues as required.</li><li>• Adhere to all safeguarding policies and procedures</li></ul> <b><u>Under the direction of the teacher and/or line manager to:</u></b> <ul style="list-style-type: none"><li>• Assist in designated areas of the curriculum including preparation and clearing away of resources, including IT.</li><li>• Promote pupil achievement in learning and re-enforce pupils' self esteem.</li></ul>	

Holmer Road Hereford HR4 9RX / Tel. 01432 273301

Email. [admin@holmer.hereford.sch.uk](mailto:admin@holmer.hereford.sch.uk) / Website. [www.holmerceacademy.co.uk](http://www.holmerceacademy.co.uk)

Principal: Mrs J Maund B.Ed(Hons) NPQH



- Ensure that children are able to use equipment and materials provided.
- Assist with the support of group activities within and away from the classroom.
- Assist with movement of pupils around the building and surrounding areas and with activities away from the classroom, both within and outside lesson time.
- Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.
- Safeguard children. Be aware of and promote children's general welfare and follow the school's health and safety and safeguarding procedures.
- Follow the school's health and safety procedures.
- Assist with health, hygiene and first aid. This may include assistance with toileting.
- Assist with the preparation and mounting of display materials.
- Share general domestic duties with the teachers and other staff.
- Maintain and update records as directed by the teacher.
- Support inclusion of children with special needs.
- Assist with the delivery of individual education plans.
- Provide feedback about the children to the teacher.
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Carry out other duties as directed by the teacher, line manager or head teacher.
- Undergo review of duties and responsibilities according to the school's schedule.
- This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Job Holder Name:

Headteacher Name:

Job Holder Signature:

Headteacher Signature:

Date:

Date:

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PERSON SPECIFICATION – TEACHING ASSISTANT

(MAINSTREAM SCHOOLS)



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	Some experience of working with children, either in a paid or voluntary capacity.	Experience of working in a support capacity within a school.	
<b>Qualifications</b>		DfES Induction training certificate  Certificate in Learning Support (or equivalent qualification).  Current First Aid qualification.	
<b>Training</b>	Willingness to undertake further training, as appropriate.	Have attended relevant training (e.g. Literacy/Numeracy strategies, behaviour management etc.)	
<b>Other Factors</b>	Commitment to working with young people.  Willingness to work in support of the inclusive ethos of the school.		

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	Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.  Police clearance.		
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Job Holder Name:	Headteacher Name:
Job Holder Signature:	Headteacher Signature:
Date:	Date:

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