



## Teaching Assistant JOB DESCRIPTION

**TITLE OF JOB:** Higher Level Teaching Assistant

**GRADE:** G5 P5-7

### 1. **JOB OUTLINE**

#### 1a. **Purpose of the job**

- To undertake work to support pupils' social and emotional behaviour through a caring, and nurturing approach.
- To support the class teacher by working with children either individually or as part of a small group or whole class basis to support children in their learning.

#### 1b. **Duties and Responsibilities**

- To be sensitive to the welfare and care of the pupils both physically and emotionally.
- To support pupils in managing learning according to their developmental needs through consistent routine, boundaries and expectations in a safe, secure environment.
- Demonstrate positive relationships with children and other adults at all times.
- Attending to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Assisting with the planning and delivery, evaluation and assessment of learning activities.
- Assisting with the preparation of classrooms including displays of pupils work.
- Liaising with parents and carers, under the direction of the class teacher.
- Accompanying teachers and pupils on out-of-school activities and taking responsibility for a group, under the direction of the teacher.
- Assisting with the development and implementation of individual educational plans and personal care programmes.
- Undertaking appropriate curriculum and other training.
- With supervision; planning, delivering and evaluating intervention programmes that meet teaching and learning objectives.
- To help with school trips, events and activities.
- Motivating and encouraging pupils.

#### 1c. **Equal Opportunities**

Be aware of and support differences 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 and safety, security, confidentiality and data protection, and report all concerns to an appropriate person.

#### 1e. **Safeguarding**

This post involves regulated activity relevant to children. Enhanced DBS will be required



**1f. Additional Information**

The job holder is required to contribute to and support the overall aims and ethos of the school. Flexibility by all staff is important in order to meet the varied needs of pupils.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by RHPS policies and practice.

The job may involve lifting children after falls or accidents.

The job may include clearing up blood or other bodily fluids of children

**2. SUPERVISION**

The job holder is managed by the class teacher and the Special Educational Needs Co-ordinator.

RHPS performance management policies and practice determine the frequency of performance meetings.

**Safeguarding Statement**

*Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*