

**HERTSMERE JEWISH PRIMARY SCHOOL**

Watling Street, Radlett, Hertfordshire WD7 7LQ

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Interim Headteacher: Mrs Rita Alak-Levi

Post Title: Teaching Assistant**1. JOB OUTLINE****1 a) REASON JOB EXISTS**

To provide support to teachers in the management of pupils' learning.

1 b) DUTIES

The jobholder need not fulfil all of the duties listed below but should have the ability to fulfil all or most of the duties.

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, record keeping
- ◆ Assist with the planning and delivery of learning activities
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Administer routine tests
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Supervise children during play times and around the school

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

1 e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

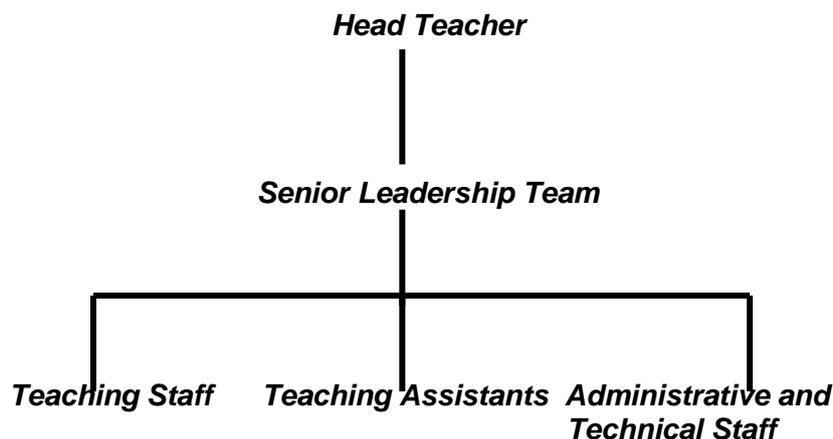
1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

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

**** The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed either by a member of the school's senior leadership team or by a more senior teaching assistant. The frequency of meetings is determined by the school's performance management policies and practice.

No supervision of staff.

4. JOB CONTEXT

The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.

A jobholder need not be required to fulfil all of the duties identified in the job description.

The set of job descriptions allows some employees to grow into the next job description provided:

- a) the school has sufficient work of the right level that would justify the next job description
- b) and the jobholder has gained sufficient knowledge and skills, either through qualifications or through experience, to fulfil the duties of the next job description

5. CONTACTS

The jobholder works with teachers and pupils and has occasional contact with parents and carers.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with or caring for children of the relevant age
- ◆ Good numeracy and literacy skills
- ◆ Basic knowledge of first aid
- ◆ Ability to use modern technology, including photocopier, video recorder and personal computer
- ◆ Ability to work in a team

7. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents

8. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.