

BERKHAMSTED SCHOOLS GROUP
Berkhamsted Prep, Pre-Prep and Heatherton School

Employment Profile

Job Title: Teaching Assistant

Relationships and Responsibilities

A. Responsible to:

1. The Head Teacher directly
2. The Deputy Head and Class Teacher through the school's management structure.

B. Responsible for:

All matters of delegated authority relating to the teaching, care and supervision of Children in the School.

General aims and objectives

To perform the functions and services of a member of staff as described in the Staff Handbook.

Main Purpose of the Job

To be a member of the adult team working together to create a safe, caring and stimulating environment in which each child can grow, learn and develop, and in which the best interests of the children will be served.

Main Responsibilities

The Teaching Assistant is immediately responsible to the Class Teacher, who will offer a reasonable level of support and guidance, but will expect the following: -

A Knowledge Needed: -

1. An understanding of child development.
2. An appreciation of good childcare practice and current First Aid, Health and Safety provisions.
3. A clear understanding of good educational practice. Keeping well informed about development in EYFS / Infant / Junior education and current thinking in children's needs and development as appropriate.
4. Know how to advance pupils' learning through the use of ICT and can use common ICT tools for their own and pupil benefit (by understanding the software and learning programmes)

B Skills Needed: -

1. To be reliable, enthusiastic, adaptable, discreet and tolerant.
2. To have the ability to observe.
3. To have the ability to assess and record children's needs and progress.
4. To have sensitivity towards both children and parents.
5. To have the ability to participate in the children's activity and discussions in order to promote learning.
6. To have empathy with the children and come down physically to their level when working with them.
7. To enter a child's play as a partner sharing the process.
8. To know how to intervene sensitively (not interfere) when appropriate, so that the adult does not dominate the child, but equally not left to flounder.
9. To have the ability to assist the class teacher to manage the children's behaviour.
10. To have the ability to plan, prepare and clear activities, as well as contribute towards the curriculum.
11. To have the ability to set up displays and interest tables.
12. To have the ability to be responsible for the maintenance of equipment and report any repairs required to the class teacher.
13. To have the ability to work with children with Additional Needs.
14. To have the ability to respect the dignity, individuality, beliefs and culture of each child.
15. To have the ability to maintain professional relationships and to communicate clearly.
16. To have the ability to liaise with other specialists and to contribute to the shared knowledge of the child and his/her situation.
17. To foster and maintain good general relations with parents, ensuring shared understanding of the children's needs and development in close liaison with the class teacher.
18. To have the ability to contribute towards the life of the school through participation in lunch/playtimes and other relevant duties as well as meetings, In-Service training and functions (where applicable).
19. To have the ability to share in the responsibility for the children, the day to day routine, and the overall care of their years in school.

20. To have the ability to assess and evaluate one's own performance as a qualified Teaching Assistant in discussion with the Class Teacher / Team Leader.

To the Department / Class

1. To take an active part in meetings.
2. To accept advice and instruction from the Class Teacher with regard to subject policies and schemes of work, maintenance of records and care of resources.
3. To keep the Class Teacher informed of any pupils who may be experiencing difficulties with the subject.

The Life of the School

1. To correct any pupil who's standard of behaviour, dress or cooperation fall below required standards.
2. To attend Assemblies, register the attendance of pupils and supervise children outside lesson time as agreed in the prepared rota, before/during/after school sessions as directed by the Deputy Head.
3. To use non-contact time effectively for preparation/marking/displays etc.
4. To maintain high personal standards of appearance, behaviour and punctuality.
5. To request prior approval from the Head Teacher for any absence from school and to give notice in writing to appropriate people, especially to the Deputy Head in good time, so that cover can be organised.

6. Performance Management

- a. To participate in arrangements made for your professional development review.
- b. To participate in arrangements made for further training and professional development, which will include attendance at/delivery of Staff Inset as required and attendance of external training courses.

7. Staff Meetings

- a. To participate in meetings which relate to the curriculum of the school or the administration or organisation of the school including pastoral arrangements.
- b. To attend school functions unless absence is discussed with the Head Teacher before the event.

8. Cover

To supervise in so far as practicable, any pupils whose teacher is not able to teach them at the request of the HDT.

9. Participating in day educational trips including being prepared to make residential visits if necessary.

Relations with Pupils and Colleagues

1. Emphasise the importance of safe methods of working in such areas of your subject/classroom. Communicate to pupils that they must have a responsible attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
2. Classes are expected to wait quietly for the teacher. The adult should as far as practicable be the last to leave his/her classroom/changing room to ensure that it is in good order.
3. Communicate regularly and freely with other colleagues; exchange views on teaching methods and individual children; be accessible and be open to view ideas that may be effective.
4. Be professional. Do not try to elicit from children adverse comments on colleagues or be heard to criticise or argue with other members of staff in front of pupils. If children criticise their teachers then follow up the criticism confidentially with the Head Teacher but support your colleagues, particularly until you have found out the truthfulness or otherwise of an indictment.
5. If you wish to challenge a colleague on a particular matter then do so privately, in a friendly manner. Serious criticism should be referred to the Head Teacher.
6. Children have the right to complain about you to another (appropriate) member of staff. Avoid giving them any genuine reason for doing so. Always act in a way that you honestly believe to be right, justifiable and in the interests of the pupil. If you do this you will always find sympathy and support, even if something goes wrong.

Additional duties

It is the nature of the work at the School that tasks and responsibilities are, in many circumstances, varied. All staff are, therefore, expected to work in a flexible way when occasion arises, when tasks which are not specifically covered in their job descriptions have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes and they will normally be compatible with the regular type of work. If an additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Confidentiality

It is expected that all School employees will understand that our work is confidential and that personal details about children and families should not be discussed outside school.

Note

The job description may be reviewed at the end of an academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

No job description can be fully comprehensive and will need to be reviewed and modified from time to time. The duties and responsibilities of the Teaching Assistant involve a commitment to work outside school hours as may be directed by the Head Teacher. It is expected that the Teaching Assistant will wish to enhance and develop the role in accordance with her own particular strengths and ideas and in the continuing development and success of the school.