

# Teaching Assistant

## JOB DESCRIPTION AND PERSON SPECIFICATION

---

### Location

---

To work at Hobart High School, Loddon, Norwich

---

### Salary

---

Scale D  
Starting at point 5  
32.5 hours per week  
39 weeks per year (Term time plus one week)

---

### Hours of Work

---

8.20am – 3.20pm – Monday to Friday  
30 minutes for lunch

---

### Core Purpose

---

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of students, including more specialised support for those with special education needs, enable access to learning for students and assist the teacher in the management of students and the classroom.

---

### Reporting Lines

---

Report to the Senior HLTA

---

### Key Responsibilities

---

#### Support to Students

- To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures and in line with statutory guidance on supporting students at school with medical conditions, assist with programmes of special care such as speech therapy, under the direction of the appropriate specialist and with the required training.
- Supervise and provide particular support for students, including those with special needs,

ensuring their safety and access to learning activities.

- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Promote inclusion and acceptance of students while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.
- Support for teachers.
- Assist with the planning of learning activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on students' achievement, progress, problems, etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their behaviour.
- Administer routine tests and invigilate exams and undertake routine marking of students' work and provide clerical/admin support, e.g. photocopying, typing, filing and administer coursework. Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.

#### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use, including supporting the use of ICT in learning activities and developing students' competence in its use.

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of School.

---

### Other Opportunities

---

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

---

### Variations

---

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the

school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs A*-C including English and Maths</li> <li>• Good numeracy/literacy skills.</li> <li>• NVQ 2 or equivalent in teaching assistance or experience.</li> <li>• Training in the literacy/numeracy strategy.</li> <li>• First Aid training/training in specific medical procedures.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a passion for working with young people and helping them to develop and progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Work within an education/social care setting.</li> </ul>
<b>Knowledge and Technical Skills</b>	<ul style="list-style-type: none"> <li>• Good understanding of children / young people's development and learning processes</li> <li>• An understanding that children / young people have differing needs and knowledge of inclusive practice</li> <li>• General understanding of National Curriculum and other basic learning programmes.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently</li> <li>• Ability to relate well to students and staff</li> <li>• Excellent keyboard skills</li> <li>• Ability to prioritise effectively</li> <li>• High professional and personal standards in both work and conduct</li> <li>• Strong personal drive and willingness to get things done</li> <li>• Good time management</li> <li>• Openness to learning and change</li> <li>• Effective written and oral communication skills</li> <li>• Supportive, patient and non-judgemental</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• An understanding of data protection</li> <li>• Ability to work flexibly and outside of normal working hours if required</li> <li>• Full UK driving licence</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.