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**Hintlesham and Chattisham**

**Church of England Primary School**

***Together we are a precious team; we work hard to shine and gleam***

**Job Description - Teaching Assistant**

**SALARY SCALE**: Grade 2

**HOURS**: 16.67 hours per week (Monday to Friday 8.40am to 12pm), term time only (38 weeks per year)

**Appointment**: Fixed Term to December 31st 2025

**RESPONSIBLE TO**: Class teacher, SENDCO, Senior Leaders, Headteacher

**PLACE OF WORK:** Hintlesham & Chattisham CE Primary School

# Main purpose

The role of a Teaching Assistant is to:

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

# Main Duties and Responsibilities

**Support for pupils**

* Establishing supportive and effective relationships with the pupils
* Clarifying and explaining instructions
* Consistently and effectively implementing agreed strategies of support
* Ensuring pupils are able to use equipment and materials provided and helping to make/adapt resources as necessary
* Motivating and encouraging pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil’s needs and to support them in developing their resilience and perseverance when completing tasks
* Undertake a range of tasks to support learning for key pupils with additional support needs as effectively as possible by supporting them on a 1:1, 1:2 and small group basis both within and outside of the mainstream classroom and during break and lunchtimes.
* Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
* Supporting in the use of specific ICT programmes e.g. Clicker 7
* Delivering specific interventions
* Using praise, commentary and assistance to encourage pupils to concentrate and stay on task
* Supporting pupils’ social and emotional development at break times and lunch times by promoting inclusion and encouraging pupils to interact with each other in an appropriate manner
* Supporting pupils with any medical conditions or care needs
* Supporting pupils in taking brain breaks and completing sensory activities such as sensory circuits
* Accompanying pupils on educational visits

**Support for the class teacher**

* Monitor pupils’ responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
* provide regular feedback on pupils’ learning and behaviour to the teacher
* Liaise with the class teacher about individual support plans/individual learning profiles, contributing to the planning and delivery as appropriate
* Keep records of pupil behaviour and assist the teacher in fostering links between home and school e.g. completing home-school communication books
* mark pupils’ work (if appropriate) under the direction of the class teacher
* Provide additional nurture to individuals when requested by the class teacher

**Other**

* Liaise with the SENDCO and other professionals about the pupils’ learning and behaviour and contribute to the development of individual support plans/individual learning profiles
* know and follow the staff code of conduct and key school policies such as Safeguarding and Child Protection and Behaviour
* Maintain strict confidentiality
* Take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
* As appropriate, look after sick/upset pupils and attend to physical needs.

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. It may include ad hoc duties, which require some initiative, and the need to make day-to-day decisions about workload, within a clear framework.

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