



## Teaching Assistant (Part-time, Maternity Cover + Lunchtime supervision)

### Purpose of role

Responsible for supporting teaching within classrooms  
 Deliver SEN interventions under the guidance of the SENCO/class teacher, as needed

### Key duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. This will include some playground duties.

#### Teaching and Learning:

1. Work under the direction of the class teachers to provide support to groups and individual children to promote good progress
2. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teacher
3. Assist in the implementation of individual programmes for students and help monitor their progress
4. Provide support for individual students inside and outside of the classroom to enable them to fully access the curriculum
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary
6. Assist class teachers with maintaining student records
7. Support students with emotional or behavioural problems and help develop their social skills, if needed
8. Set up and clear school hall for lunchtimes
9. Supervise pupils during lunch play and whilst eating lunch

#### Administrative duties:

1. Prepare and present displays of pupils' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the head or class teachers require

### Standards and quality assurance

1. Support the aims and values of Stedham Primary School
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings or other professional development when required
4. Undertake professional duties that may be reasonably assigned by the head teacher.
5. Be proactive in matters relating to health, safety and safeguarding

### Indicative knowledge, skills and experience

- Good English skills and knowledge, along with maths skills to enable children's learning to progress
- Experience working with primary aged pupils in a classroom environment
- Ability to manage behaviour of small groups of children (with and without additional educational needs) and deliver interventions
- Be able to work with larger groups of children to supervise lunchtime in and out of the school hall