



Job Description	
School	Keep Hatch Primary School
Post holder	
Job Title	Classroom Teaching Assistant – supporting across different year groups
Employment Status:	Fixed term for one year
Salary Scale	NJC05
Hours of Work:	Full time 8:30-3:00 Monday-Friday Term Time Only

**Job Purpose**  
 To support children’s learning in Upper Key Stage 2 and to share in the care and wellbeing of the children throughout the school.  
 To support the emotional, behavioural and pastoral needs of all pupils, including children with any additional needs.  
 To support individual and small groups of children in the curriculum to accelerate their learning, including small group teaching of our Read, Write, Inc Phonics scheme (training will be provided for this scheme).  
 To be involved in the planning, development and delivery of intervention strategies.

**Personal Qualities**  
You need to have:

- A passion for our school’s vision and values, and for teaching and learning
- High expectations for all pupils so that they are motivated and inspired
- Warmth, care and sensitivity in dealing with children
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- A sense of responsibility
- The ability to use initiative when the need arises
- A good sense of humour
- Flexibility for change
- The enjoyment of a challenge

You need to be:

- Committed to the development and well being of both children and all other members of the Keep Hatch team
- Time efficient when carrying out tasks
- A well organised, self motivated person who enjoys working as part of a team

**Skills / Abilities**  
You must be able to:

- Communicate effectively with both children and adults
- Develop and maintain good professional relationships

<p><b>Organisation chart</b></p> <pre> graph BT     SLT[SLT]     TL[Team Leader]     CT[Class Teacher/SENDCo]     TA[Teaching Assistant]     TL --&gt; SLT     CT --&gt; TL     TA --&gt; CT           </pre>	<p><b>Summary of main contacts</b></p> <ul style="list-style-type: none"> <li>Teachers</li> <li>Pupils</li> <li>Parents</li> <li>Other school staff</li> <li>Other professionals</li> </ul>
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## Teaching Assistant

### Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list; you may be required to carry out other duties as required.

- Read and adhere to guidelines in the Staff Handbook and the Staff Code of Conduct
- Read and adhere to guidelines in all policies and especially the following:  
Assessment, Behaviour, E-safety, Feedback, Health and Safety, Preventing Bullying, Preventing Radicalisation, Safeguarding and Child Protection, Special Educational Needs and Disabilities, Teaching and Learning
- Maintain confidentiality at all times
- Work with groups of children under the direction of the class teacher or SENDCo and aid the pupil to learn as effectively as possible both in group situations and on his/her own by:
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Promoting independence and resilience
- Monitor pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Know the Keep Hatch behaviour expectations and systems and ensure that these are followed at all times in order to maintain the ethos of the school. This applies not only to classrooms but to assemblies, all shared areas inside and outside.
- Establish with the teacher a system of communication that enables you to carry out tasks and give feedback efficiently.
- When appropriate, keep a record of work achieved and provide written or verbal feedback to the class teacher, SENDCo or pupils.
- Carry out playtime supervision as detailed in the staff rota.
- Observe Health and Safety regulations relating to the school at all times.
- Adhere to the school's safeguarding policy and procedures
- Report any concerns regarding children's welfare or education, to the class teacher.
- Attend appropriate staff meetings / training as requested.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Signed \_\_\_\_\_

Date \_\_\_\_\_