



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham



Teaching Assistant – (S3)

Job Purpose

To work with teachers to promote good progress and outcomes for all pupils through directed support for individuals and small groups, according to the needs of the school

To supervise children both in play areas and in the lunch hall to ensure a positive lunch time experience in a safe and happy environment

Key Accountabilities

To fulfil Safeguarding duties in accordance with school policy and current legislation

To support the school's Catholic ethos and mission by modelling positive relationships and following school policies and practices

To be accountable for the progress and outcomes of individual pupils or small groups specifically identified for intervention

Main Duties

These duties serve to indicate the range of duties and levels of responsibility involved. They are not an exhaustive list and not all will apply to every Teaching Assistant at all times.

Under the direction and control of the class teacher:

To provide 1:1 support for identified pupils, including working to achieve desired behaviours, increased self-confidence and intended learning outcomes

To implement planned learning activities and teaching programmes, adjusting activities according to pupils' responses

To participate, with teachers, in the planning and evaluation of learning activities, providing feedback on pupil progress and behaviour

To support in monitoring, assessing and recording pupil progress and activities (e.g. marking the work of the supported individual / group / class)

To undertake whole class cover for short-term teacher absence / PPA or Directed time according to the needs of the school

To understand and support independent learning and inclusion of all pupils, including assisting in the development of Individual Education Plans for pupils who need them

To support learning by preparing and clearing away the resources for lessons and activities and by developing and presenting displays as directed

To support pupils' personal, social and emotional well-being, reporting problems as appropriate

To assist with physical needs – washing, dressing and hygiene as required – whilst encouraging independence

To assist in escorting pupils on educational visits and out of school activities

To assist with supervision of pupils outside of lesson times, including playtimes, lunchtimes and before/after school as directed

Lunchtime Supervision

Ensure the health and safety of pupils during lunchtimes in line with school policies and practice, including following first aid procedures and using Positive Touch as appropriate

Assist with the setting up and clearing away of tables in the hall

Supervise the movement of children between the hall, classrooms and playgrounds and ensure the safety of pupils indoors / outdoors during the lunch break

Supervise children eating their lunch

Encourage safe and stimulating indoor and outdoor play activities, ensuring all equipment is used and stored correctly