



THAKEHAM PRIMARY SCHOOL
Rock Road
Storrington
West Sussex
RH20 3AA
Headteacher: Mrs S. Norton
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'Small School, Big Opportunities, Great Achievements'

Job Description: Temporary Part-time Teaching Assistant (Reception) and Midday Meals Supervisor role

Hours: Monday, Tuesday, Wednesday: 8:45am – 11:45am; 12:00-1:00pm lunch duty; 1:00-3:00pm
Total: 18 hours per week

Salary: Grade 3 point 3: £18,562 (£9.62 per hour) to point 4 £18,933 (£9.81) pro rata, term-time only

Job Purpose: To support teaching and learning opportunities for SEND pupils in Reception Class with provision of personalised learning. This is likely to be a combination of support both in class and with interventions outside of the classroom.

Responsible to: The Class teacher, Inclusion Co-ordinator, Headteacher

Main Duties:

1. To support pupil learning, either in class or as part of an intervention group out of class
2. Assist in the development of individual plans for pupils (e.g. Individual Learning Plans)
3. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
4. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
5. Support the teacher in monitoring, assessing and recording pupil progress/activities
6. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
7. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
8. To establish good relationships with pupils and encourage positive attitudes and social interaction amongst pupils
9. To share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
11. Understand and support independent learning and inclusion of pupils as required
12. To accompany teaching staff and children on visits, and other off site activities as required.
13. To undertake duty on the playground at mid-morning and cover for Midday Meals Supervisor duties
14. Undertaking training as required
15. To undertake any additional duties which may be allocated and agreed with the Headteacher, thus contributing to the overall vision, ethos and work of the school.

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 reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

