



THAKEHAM PRIMARY SCHOOL  
Rock Road  
Storrington  
West Sussex  
RH20 3AA  
Headteacher: Mrs S. Norton  
Tel: 01903 740176

email: [office@thakehamps.co.uk](mailto:office@thakehamps.co.uk)  
web: <http://www.thakehamps.co.uk>

*'Small School, Big Opportunities, Great Achievements'*

## **Job Description: Thakeham Primary School Temporary Part-time (KS2) Individual Needs Teaching Assistant & Midday Meals Supervisor**

**Contract:** Temporary (until end July 2022) Part-time KS2 Individual Teaching Assistant (25.25 hours per week) to include daily lunchtime duties. Subject to annual review.

### **Hours:**

Monday: 8:45am – 11:45am	1:00-2:00pm
Tuesday: 8:45am – 11:45am	1:00-2:00pm
Wednesday: 8:45am – 12:00pm	
Thursday: 8:45am – 11:45am	1:00-2:30pm
Friday: 8:45am – 11:45am	1:00-2:30pm

**Daily lunch duties: 12:00-1:00pm.**

**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 the progress of EHCP pupils (often as part of a wider group) with personalised learning through a combination of support both in class and with interventions outside of the classroom.

**Responsible to:** The Classteacher, 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





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9. To share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
10. Understand and support independent learning and inclusion of pupils as required
11. To undertake duty on the playground at mid-morning as required and undertake Midday Meals Supervisor duties e.g. supervise/direct play activities, assist with mealtimes, clearing away and wiping tables
12. To accompany teaching staff and children on visits, and other off site activities as required.
13. Undertaking training as required
14. 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.*

