



## HURLINGHAM SCHOOL

### Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Accountable to:</b>	Form Teacher, Heads of Section, Deputy Heads & Head
<b>Role:</b>	The responsibilities and duties of the Teaching Assistant are as follows:

#### Pastoral

1. Gain knowledge of all pupils in the form, or forms, in which you work
2. Build the pupils' confidence and enhance self-esteem and actively seek to promote the academic, social and emotional welfare of pupils
3. Encourage good manners, co-operation and good discipline for all pupils
4. Implement behaviour management policies in accordance with guidance provided by the teacher
5. Liaise with the Form Teacher and other staff and provide information about pupils as appropriate
6. Assist children in changing for physical activities where appropriate
7. Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Head and Deputy Head
8. Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the Head and Deputy Head

#### Teaching and learning

9. Assist in the educational development of pupils under the direction and guidance of the Form Teacher, Head of Section and the Head
10. Have a good knowledge of, and support the Form Teacher in, the daily planning of activities involving all the pupils
11. Provide support for individuals and groups of pupils inside and outside the classroom to enhance their learning as directed by the teacher
12. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
13. Keep the pupils on task and build motivation by modelling good practice

14. Assist Form Teachers in carrying out structured classroom assessment/ observation and feedback outcomes
15. Be involved in keeping records and evaluating identified pupils' progress
16. Support the use of ICT in the classroom and develop pupils' competence and independence in its use

### **Administrative duties**

17. Complete administrative duties as directed by the Form Teacher
18. Assist during playground and cover duties as dictated by rotas
19. Assist at school events, on trips and activities where necessary
20. Undertake other duties from time to time as the Form Teacher, Head of Section or Head require

### **Standards and quality assurance**

21. Support the aims and ethos of the school at all times
22. Attend weekly staff meetings
23. Set a good example in terms of dress, punctuality and attendance
24. Attend regular meetings with form teacher, year group and section
25. Attend INSET days at start and end of term
26. Be proactive in matters relating to health and safety

### **Other duties and responsibilities**

27. Take sole charge of an individual child, group of children or the whole class from time to time, or in an emergency, as directed by the Form Teacher, Head of Section or Head
28. Together with colleagues, provide after-school care including assisting with homework supervision, facilitating art, craft or sporting activities and serving a light afternoon tea

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The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.

**I have read, understood and accept the responsibilities detailed in the above job description.**

**Signature:**

**Date:**