



Hampden Gurney

Church of England Primary School

HAMPDEN GURNEY C OF E PRIMARY SCHOOL

JOB DESCRIPTION – TEACHING ASSISTANT

Teaching assistants work under the direct supervision of class teacher or senior managers to provide learning and general support to pupils and assigned classroom teacher.

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS1, KS2, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment resources as directed by the teacher and assist pupils in their use



Head Teacher Mrs Evelyn Chua, B.Ed.M.Mus Nutford Place London W1H 5HA Tel. 02077237482

email: admin@hampdengurney.co.uk web: www.hampdengurneyschool.co.uk



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Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required



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