



Hintlesham and Chattisham Church of England Primary School

Job Description

Additional Support Teaching Assistant

SALARY SCALE: Grade 2

HOURS: 16.67 hours per week (Monday to Friday 8.40am to 12pm), term time only (38 weeks per year)

Appointment: Fixed Term to August 31st 2025

PURPOSE: To provide additional support to key pupils and assist in promoting their learning and personal development, enabling them to make best use of the educational opportunities available to them.

RESPONSIBLE TO: Class teacher, SENDCO, Senior Leaders, Headteacher

PLACE OF WORK: Hintlesham & Chattisham CE Primary School

Main Duties and Responsibilities

Support for pupils

Undertake a range of tasks to support learning for key pupils with additional support needs as effectively as possible by supporting them on a 1:1, 1:2 and small group basis both within and outside of the mainstream classroom and during break and lunchtimes.

- Establishing supportive and effective relationships with the pupils concerned
- Clarifying and explaining instructions
- Consistently and effectively implementing agreed strategies of support
- Ensuring the pupil is able to use equipment and materials provided and helping to make/adapt resources as necessary
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs and to support them in developing their resilience and perseverance when completing tasks
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
- Supporting in the use of specific ICT programmes e.g. Clicker 7
- Delivering specific interventions
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Supporting the pupil's social and emotional development at break times and lunch times by promoting inclusion and encouraging pupils to interact with each other in an appropriate manner
- Supporting the pupil with any medical conditions or care needs

- Supporting the pupil in taking brain breaks and completing sensory activities such as sensory circuits
- Accompanying pupils on educational visits

Support for the class teacher

- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- provide regular feedback on the pupil's learning and behaviour to the teacher
- Liaise with the class teacher about individual support plans/individual learning profiles, contributing to the planning and delivery as appropriate
- Keep records of pupil's behaviour and assist the teacher in fostering links between home and school e.g. completing home-school communication books
- mark pupil's work (if appropriate) under the direction of the class teacher
- Provide additional nurture to individuals when requested by the class teacher

Other

- Liaise with the SENDCO and other professionals about the pupil's learning and behaviour and contribute to the development of individual support plans/individual learning profiles
- know and follow the staff code of conduct and key school policies such as Safeguarding and Child Protection and Behaviour
- Maintain strict confidentiality
- Take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- As appropriate, look after sick/upset pupils and attend to physical needs.

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. It may include ad hoc duties, which require some initiative, and the need to make day-to-day decisions about workload, within a clear framework.