

CALDECOTT PRIMARY SCHOOL
JOB DESCRIPTION

Happy Learners, Aiming High

*Caldecott Primary School is committed to safeguarding
and promoting the welfare of children.*

From September 2025

Job Title: Teaching Assistant and After School Club Assistant
School: Caldecott Primary School
Responsible to: SENCo & After School Club Supervisor
Hours: 32 hours per week, term time only
Salary: Grade 4, £13.05 per hour

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers/senior Teaching Assistants

- Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the preparation of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy recording achievement and progress and feeding back to the teacher

CALDECOTT PRIMARY SCHOOL
JOB DESCRIPTION

Happy Learners, Aiming High

*Caldecott Primary School is committed to safeguarding
and promoting the welfare of children.*

From September 2025

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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 and participate in relevant meetings as required taking time off in lieu for meetings out of school hours
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times at break time
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Experience

- Working with or caring for children of relevant age

Qualifications

- Good numeracy/literacy skills
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy
- First aid training/training as appropriate

Knowledge & Skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within

CALDECOTT PRIMARY SCHOOL
JOB DESCRIPTION

Happy Learners, Aiming High

***Caldecott Primary School is committed to safeguarding
and promoting the welfare of children.***

From September 2025

After School Club Assistant – Key Tasks

- To help plan and provide care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.
- To organise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To ensure that food and drink is provided that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To work as part of the whole school team and liaise with relevant school staff.
- To provide evidence and information for the school's self-evaluation process.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers. Encourage participation by all staff.
- To establish constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council's Community Childcare and Play staff.
- To be responsible for ensuring the safety of all those children at the Club in the event of a fire/drill or other emergency.
- To act in a responsible manner towards children at all times.
- To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored.
- To ensure that the areas used by the club are left tidy and clean.
- To liaise with parents and others to promote goodwill towards the Club, its efficient operation and its effective marketing.
- To attend meetings as appropriate.

CALDECOTT PRIMARY SCHOOL
JOB DESCRIPTION

Happy Learners, Aiming High

***Caldecott Primary School is committed to safeguarding
and promoting the welfare of children.***

From September 2025

Health and Safety Requirements (applies to all employees):

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements
- Report all defects on the maintenance forms and return them to the office
- Complete the action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform employer of any "Near-Misses"
- Be familiar with the emergency action plans for fire, first aid, bomb security and off site issue
- Raise health and safety issues with pupils

Safeguarding (applies to all employees):

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with each school's child protection and behaviour management policy.
- The postholder will be subject to a Disclosure and Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There will be some requirement for duties to be undertaken outside of the normal working day.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually.

Signed:

Agreed:

Date: