



## Cheadle Hulme School

Role title: Teaching Assistant  
Reports to: Head of the Junior School

### Role Purpose

Under the guidance of the class teacher, the post-holder is responsible for contributing to and supporting the classroom teacher in the planning, implementation and evaluation of learning activities tailored to the needs of our pupils. You will provide individualised support to pupils, help manage classroom behaviour and contribute to the creation of a positive and inclusive learning environment.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Responsibilities

- Assist the classroom teacher in delivering lessons and activities designed to meet the needs of our pupils.
- Reading stories to a group of pupils, and listening to pupils read on an individual basis.
- Marking pupils' work if requested.
- Provide group and one-on-one support to pupils who require additional assistance in understanding concepts, completing tasks or extending their learning.
- Prepare and organise learning materials, resources, and equipment needed for lessons and activities.
- Help maintain a positive and productive learning environment by implementing behaviour management strategies and providing guidance to pupils on appropriate conduct.
- Support the teacher in assessing pupil progress through observation, informal assessments and providing feedback on pupil work.
- Promote inclusivity and diversity within the classroom by accommodating the needs of pupils with varying abilities, backgrounds and learning styles.
- Communicate effectively with the classroom teacher, other teaching staff, and parents/guardians regarding pupil progress, concerns and achievements.
- Safety and Supervision: Assist in ensuring the safety and well-being of pupils during classroom activities, transitions, and outdoor play.
- Assisting and supervising pupils:
  - during playtime on a rota basis;
  - accompanying School trips;
  - assisting pupils who feel unwell or who have accidents;
  - helping new pupils to settle;
- Assisting with classroom display work.
- Ensuring all relevant apparatus, equipment, books and costumes are well-maintained and stored in good order.
- Attending Open morning and new-parent meetings as required.
- Working collaboratively with colleagues to encourage an atmosphere of positive team-work.
- Take particular attention to all aspects of Health & Safety requirements and ensure these are adhered to at all times.
- Undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

This is not an exhaustive list and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.

### Person Specification

Qualifications	
1	A good standard of maths and English
2	NVQ Level 2/NNEB qualification
3	First Aid trained is advantageous

Background & Experience	
4	Previous experience of working within an EYFS/KS1 setting
5	Existing knowledge of Safeguarding requirements, EYFS/KS1 requirements and Food Hygiene
6	Knowledge of the Primary Curriculum
7	Experience of leading music activities is advantageous

Personal Qualities	
8	Excellent interpersonal/communication skills (pupils, parents and staff)
9	Excellent listening skills and the ability to empathise with pupils
10	Good time management

Skills & Competencies	
11	Ability to plan, organise and prioritise effectively
12	Proven ability to use initiative and be proactive
13	Effective classroom behaviour management and patience
14	Ability to work positively as part of a team