



London Borough of Enfield  
**CAPEL MANOR PRIMARY SCHOOL**



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### **Job Description**

**Job Title:** Teaching Assistant leading on to High Level Teaching Assistant (HLTA)  
**Responsible to:** Class teacher & Senior Leadership Team

#### **The role:**

The post holder will be responsible for assisting teachers, in supporting children's learning, and providing for their social and welfare needs within the school.

To assist the class teacher with the education, supervision and welfare of all children in the class.

To enable continuity in learning by teaching the class on a weekly basis when required.

#### **Duties**

- Deliver interventions and teach whole classes with an agreed system pre-arranged lesson framework/plan
- To be the lead practitioner in the class when required
- To give relevant feedback to improve progress and maintain, relevant, purposeful records
- To work in partnership with parents/carers to improve pupil outcomes
- To assess children's learning through observations with reference to relevant documents
- To Input relevant data in regard to pupils achievement and progress
- To support/lead parent consultations
- To work as part of a team
- To develop your role within the team
- To fully engage with our committed staff team supporting our vision, aims and values
- To support volunteers within the setting
- To be flexible within working practices of the setting
- To record accidents/incidents
- Support the schools equal opportunities policies and procedures
- To respect confidentiality
- To ensure the setting is of a high quality environment to meet the needs of individual children
- To uphold the high standards of the school at all times
- To prepare materials and resources independently through joint planning with teachers to support classroom activities
- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Be aware of and comply with policies and procedures relating to child protection, Health & Safety, confidentiality and data protection
- Demonstrate vigilance in regards to Child Protection concerns and report concerns to appropriate person
- Attend and participate in meetings, school events and training activities as required
- Undertake planned supervision of pupils out of school hours, and supervise students on visits, trips and out of school activities/catch-up sessions

**Any other duties required by the Headteacher within the scope of the post.**



*together to achieve individual success for all*

