

Job Description: Teaching Assistant, Weston Primary & Nursery School, Oct 2026

Pay grade - H2, 12 hours per week, term-time only

School Vision and Values

Learn, Achieve, Enjoy



At Weston (CofE) Primary and Nursery School we strive to provide an education of the highest quality:

- *welcoming all into our safe, friendly school*
- *nurturing each child to achieve their full potential and develop self-confidence*
- *preparing children for the rest of their lives*
- *promoting Christian and British Values*
- *working as a team with close links to the rest of the community*
- *with high expectations of everyone.*

Purpose of the role: To contribute to the achievement of the school's vision and values under the direction, guidance and supervision of the classroom teacher.

Responsibilities:

- Work with individuals or small groups of pupils under the supervision of teaching staff and provide feedback to the teacher
- As appropriate, support individual pupils with SEND
- Support pupils, while also promoting independent learning
- Support the teachers with high expectations of pupils' behaviour and of the quantity and quality of work pupils should produce
- Prepare and keep tidy the learning environment and resources, including photocopying and displays, and contribute to maintaining a safe environment
- Implement planned learning activities/teaching programmes as agreed with teaching staff, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with teaching staff, providing feedback on pupil progress
- Mark pupils' work during paid hours, as per the school's policy (Key Stages 1 and 2)
- Support teaching staff in monitoring, assessing and recording pupil progress
- Provide feedback to pupils in relation to attainment and progress under the guidance of teaching staff (questioning pupils, challenging pupils)
- Support learning by arranging/providing resources for lessons/activities under the direction of teaching staff
- Cover the class for short periods of teachers' absence

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- Provide a positive role model for pupils
- Take responsibility for developing own professional development
- Assist with break-time supervision
- Provide First Aid for pupils
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Other tasks as reasonably requested.
- Supervise pupils during the mid-day break and ensure the safety and welfare of such pupils during this period, in accordance with the general instructions of the Head Teacher and in liaison with other members of the school's teaching and support staff, as appropriate, with reference to the School's Health and Safety Policy.
- To supervise pupils remaining on the premises at lunchtime in all areas of the school including classrooms, playgrounds, playing fields and dining areas, in accordance with the instructions of the Head Teacher or Deputy.
- To supervise the movement of pupils to and from the dining area and their conduct on entering the dining areas.
- To ensure the correct number of pupils receive their school meal, so that catering numbers are correct.
- To ensure that all pupils return to the care of their teachers at the end of the lunchtime period.
- To maintain an acceptable standard of conduct and discipline amongst pupils during the midday break, ensuring that all appropriate school regulations are complied with and reporting serious breaches or persistent unruly behaviour to the Head Teacher or the nominated person deputising.
- To fill in the Accident Report Book and appropriate forms as necessary.
- To carry out other duties connected with the supervision of pupils during the midday break, as instructed by the Head Teacher.

Knowledge	Competencies
NVQ level 2 in numeracy and literacy (or equivalent)	Communication (written and verbal)
Basic knowledge of IT	Problem solving
Awareness of health, wellbeing and safety	Team working
Awareness of keeping children safe	Active listening
Awareness of data protection and confidentiality	Motivation
Basic knowledge of First Aid	Resilience
	Sensitivity

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Understanding of the school's vision and values	
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

This job description will be reviewed annually as part of the performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. □