



ST SIMON'S CATHOLIC PRIMARY SCHOOL



"Whatever you do, do it for the glory of God."
1. Corinthians 11:31

Job Description: Scale 2 Teaching Assistant 31 hours per week, term time only, plus INSET days as agreed with Headteacher annually.

Post reports to: Headteacher

Main Purpose of Job: To work collaboratively with teachers, parents and other professionals to promote the spiritual, educational and social development of children.

Summary of Main Responsibilities and Personal Duties

Key Areas:

1. To support, assist and supervise children in or outside classes under the direction of the teacher.
2. To participate in the planning process as directed by the teacher.
3. To assist in the development of learning resources within the school.
4. To contribute under the direction of the teaching staff, to the educational and social development of children through the delivery of stimulating programmes of activities.
5. To support children in learning through experiences appropriate to their individual/differing needs.
6. To develop and maintain display in public areas of school.
7. To contribute to the maintenance of appropriate records.
8. To welcome and encourage parental involvement.
9. To assist in the delivery of intervention, support or integration programmes as required
10. Assisting with supervision during break, lunchtime and educational visits.
11. To maintain order in class and keep pupils on task.
12. To maintain books and equipment in good condition and assist in their production and repair.
13. To toilet and change children, where necessary.
14. To care for sick children and those with minor injuries directed by the headteacher and/or teacher.
15. To be aware of the school's Safeguarding procedures and bring any concerns to the attention of the designated teacher.
16. To care for the safety of children by following and setting health and safety policies and procedures, and to be vigilant in identifying potential difficulties, contributing to risk assessment where appropriate.