



*St Simon's Catholic Primary School*  
*'Whatever we do, we do it for the glory of God.'*

## **TA3 JOB DESCRIPTION**

**Job Description :** Scale 3 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 contribute under the direction of the teaching staff, to the educational and social development of children through the delivery of stimulating programmes of activities.
2. To support children in learning through experiences appropriate to their individual/differing needs.
3. To contribute under the direction of teaching staff, to the assessment of children's skills to ensure planning is appropriate and pupils have opportunities to develop relevant skills.
4. To develop and maintain display in public areas of school.
5. To contribute to the maintenance of appropriate records.
6. To welcome and encourage parental involvement.
7. To contribute to discussions with parents about the progress of their children.
8. To be responsible with teachers and other staff for the classroom environment, the reception of children, the preparation and supervision of children's activities and the display of children's work.
9. To maintain books and equipment in good condition and assist in their production and repair.
10. To toilet and change children, where necessary.
11. To care for sick children and those with minor injuries directed by the headteacher and/or teacher.
12. To be aware of the school's Safeguarding procedures and bring any concerns to the attention of the designated teacher.
13. 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.
14. To liaise with other agencies as appropriate e.g. Speech Therapist, Social Services, under the direction of the teaching staff.
15. To provide cover supervision when there is no active teaching taking place, as directed by the Headteacher or class teacher:
  - to maintain order in class and keep pupils on task
  - to respond to questions
  - to assist pupils to undertake set activities.

**Additional Duties:**

St Simon's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to understand the common core skills and knowledge.

To work positively and inclusively with colleagues and the school community so that the school provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the School's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_