



**St. Joseph's Catholic Primary School**  
*Hazelgrove Road, Haywards Heath RH16 3PQ*  
01444 452584



## **JOB DESCRIPTION - Teaching Assistant**

### **Grade 3**

#### **Purpose of the job**

To support the classroom teacher in the delivery of the curriculum.

#### **Key tasks**

- To undertake activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- To work with individual children as directed by the class teachers or other senior members of staff.
- To promote and reinforce the children's self esteem and encourage positive attitudes and social interaction.
- To monitor individual children's needs and report this to the designated teacher as appropriate.
- To accompany classes and teachers on educational visits and school journeys.
- To supervise children at playtime and assist with classroom supervision.
- If requested, assist in administering first aid to children.
- To help children with personal cleanliness and clean-up "spoiled" areas as required.
- To prepare class activities and aids, including photocopying, under the direction of the teacher.
- To prepare and store general equipment (including books).
- To assist the class teacher in the planning of work programmes for individuals and groups of children and developing extended activities.
- To attend courses and in-service training when appropriate.
- To undertake any additional duties which may be allocated by the headteacher after consultation with the postholder.

**St Joseph's School is committed to safeguarding and promoting the welfare of children and young people and requires all governors, staff and volunteers to share this commitment.**



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## **Personal Profile - Teaching Assistant**

### **Experience**

Essential                      Any experience in primary education (paid or voluntary)

### **Qualifications/Training**

Desirable                      First aid training, Teaching Assistant Qualification

### **Personal Qualities**

Commitment to providing a high quality service at all times

Commitment to meeting the needs of pupils, parents and to promoting the ethos of the school.

A flexible approach to work - able to work additional hours or swap days if necessary

Great sense of humour.

### **Skills and Abilities**

Good interpersonal and communication skills

Good organisational skills

The ability to:

- Maintain appropriate level of confidentiality
- Handle difficult situations sensitively
- Maintain a commitment to equal opportunities.
- Work as a member of a team whilst using your own initiative
- Stay calm and “think on your feet”.
- Keep accurate and up to date records
- Recognise changes in pupils' behaviour and report to the teacher
- Assist the teacher in creating a positive learning environment
- Work with small groups of pupils when carrying out specific tasks