

## **JOB DESCRIPTION**

`With Christ as our Guide  
Learning together  
Loving God and each other,  
Becoming the best we can be'

**TEACHING ASSISTANT – Primary - Fixed Term to 21.7.26 to cover the absence of a member of staff**

**Postholder:**

**Salary Grade:** Grade C, Scale Point 4 - £11,750 (actual) gross per annum

**Contractual Weeks:** 39 weeks Term Time including INSET days

**Contracted Hours:** 20.25 hours per week, 8.00am to 3.15pm  
Monday, Wednesday and Thursday

### **KEY ROLE AND RESPONSIBILITIES**

Reporting direct to the Class Teacher and through him/her to the Head of Primary, the role is to support teachers in order to ensure that:

The Curriculum is delivered effectively.

The children are happy, stimulated and excited to learn.

The children develop a sense of awe and wonder about the world they live in.

The children are encouraged to behave in a thoughtful, responsible and considerate manner.

The organisation of the class is smooth and efficient.

Each child benefits from adult support so their individual needs are met.

Effective planning and appropriate delivery of activities is undertaken.

Supporting and assisting teaching staff, sometimes working on your own initiative, you will be required to bring energy and patience to the role, supporting children with their educational, physical and social development.

#### **Duties will include:**

- Working with the teacher to deliver the curriculum.
- Working with groups of children, under the direction of the teacher, to deliver the curriculum in an exciting, stimulating and rigorous way.
- Taking responsibility for focus groups during activity sessions.
- Leading a guided reading group.
- Making observations to assist with planning.
- Delivering an indoor and outdoor curriculum.
- Helping with changing for P.E. activities.
- Assisting a child with matters of hygiene.
- Assisting a child who may be unwell.
- Taking responsibility for a class in the absence of the teacher, for short periods of time.

The Postholder will be involved in planning the Curriculum. Daily plans will be discussed and you will be made aware of the Learning intention and success criteria for each task, as well as the role you will play in ensuring the aims are met. You will be encouraged to contribute to the planning and will be expected to make observations to add to each child's profile.

Under guidance from the class teacher, the Postholder should use own initiative to ensure that the classroom environment runs smoothly and efficiently.

The Postholder must maintain confidentiality and discretion in relation to the children in their care.

The Postholder will be based in the classroom. At lunchtime the Postholder will work with other associate staff to supervise lunchtime routines and ensure lunchtimes are a happy learning experience for each child.

The Postholder will be expected to attend parent consultation meetings alongside the class teacher, for which additional payment can be claimed.

The Postholder will participate in the School's Performance Management cycle, including attendance on INSET days.

## **SUPPORT FOR THE SCHOOL**

The Postholder is expected to:

- be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- contribute to overall ethos, work and mission statement of the school
- undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

***All of the above will be in accordance with school policies and procedures as stated in the School Handbook.***

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher.

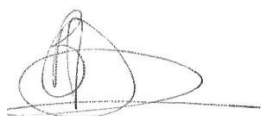
This job description can be amended at any time, according to the changing priorities of the School as identified in the School Improvement Plan and in consultation with the postholder.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 29.1.2026

Agreed: January 2026

Review: