



# St Thomas' Catholic Primary School

## Teaching Assistant

### Job Description & Person Specification

Post Holder:	
<p><i>The description of the duties, responsibilities and accountabilities for the post of Teaching Assistant at St Thomas' Catholic Primary School</i></p>	
Responsibility Areas	<ul style="list-style-type: none"> <li>To support the Class Teacher in the teaching and welfare of pupils to ensure they attain their targets</li> </ul>
	Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
	Assist teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
	Provide clerical/admin support as required and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
	Provide short term cover supervision of classes
	Supervise lunchtimes ensuring children are active, safe and well supported.
	Administer First Aid as required.
	Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
	Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
	Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
	Undertake tasks directed by the Leadership Team and Teachers to assist with the smooth running of the school.
Work within the Catholic Ethos and the teachings of Christ.	
Accountable to	Senior Leadership Team & Class Teachers
Salary range	KR4
Signed	<div style="text-align: center;">Geraldine Leahy</div> <div style="text-align: right;">Date:26/08/25</div>

**St. Thomas' Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**



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#### Teaching Assistant Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education including English and Mathematics skills - GCSE Grade A-C or equivalent.</li> <li>• NVQ Level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Teaching Assistant Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• No specific experience required.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with Special Educational Needs</li> <li>• Experience of contributing to the EYFS profile</li> <li>• Breakfast club or Play Leader experience</li> <li>• Lead or contribute to clubs.</li> <li>• Recent experience as a TA</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• A love of learning and a desire to learn more.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent Child Protection training</li> <li>• Delivery of phonics lessons</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Reliable, responsible &amp; professional</li> <li>• Flexible, adaptable &amp; conscientious</li> <li>• Efficient, tidy &amp; well organised</li> <li>• Ability to make and sustain effective working relationships</li> <li>• Ability to work well as a member of a team</li> <li>• Ability to assist with the set-up and efficient management of a well-organised learning environment</li> <li>• Ability to contribute towards planning for and assessment of pupils including observations</li> <li>• Ability to set and maintain clear and consistent boundaries for pupils</li> <li>• Ability to model positive behaviours and learning strategies</li> <li>• Ability to maintain a calm approach under pressure</li> <li>• Ability to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Competent computer literacy skills</li> <li>• Understanding and commitment to Equal Opportunities</li> <li>• Willing to conform to policies &amp; practices of the school</li> <li>• Willingness to undertake care needs</li> <li>• Willing to contribute fully to the life of the school.</li> <li>• Sense of humour</li> </ul>