

# ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

Monkwood Lane (off Monkwood Way) Stevenage Herts SG2 8QJ

Headteacher:  
Carmela Puccio BA (Hons)



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## JOB DESCRIPTION

**Job title: Teaching Assistant**

**Grade:** H2  
**Responsible to:** Headteacher / Assistant Headteachers  
**Liaison:** With class-teacher

### Main purpose of job:

- ☞ *Work as a team member to provide support for pupils, teachers, the school in general & the curriculum as directed.*
- ☞ *Establish and sustain the Catholic identity of the school and safeguard the church's teaching through daily interactions*

### Duties and responsibilities:

#### Support for pupils:

- Provide support for groups of pupils and individuals enabling effective progress and learning
- Support independence in learning, according to the Learning & Teaching Policy
- Boost pupil confidence & provide emotional support
- Positive behaviour management under the direction of the teacher
- Monitor the safety of children
- Physical care, First Aid, emotional support and medical support as required (with training)
- Annotate pupil's work as required and undertake assessments as directed by the teacher
- Other supervision as directed, both indoors and outside.

#### Support for the teachers:

- Work as part of a team
- Feedback to teachers on the performance of pupils & their behaviour
- Share information & ideas, including assessment of pupils
- Manage & prepare resources
- Maintain a safe, clean and tidy classroom environment that is conducive to learning
- Maintain a safe, clean & tidy staffroom environment that is well stocked
- Display pupils' work and maintain such displays

#### Support for the school:

- Support & implement the school's aims & policies
- Promote and live the school's Mission Statement, supporting the Catholic ethos of the school
- Contribute to the whole staff team
- Undertake professional development & review its success
- Attend weekly Staff Briefing
- Support initiatives driven by the School Plan & contribute to their success
- Administrative duties

- Collating reports and other documents

**Support for the curriculum:**

- Contribute personal skills & expertise to enrich the curriculum
- Model good practice
- Prepare resources
- Manage individuals and groups of children in a variety of situations

**SAFEGUARDING**

At St Margaret Clitherow Roman Catholic Primary School we are committed to safeguarding our children. We expect all staff, volunteers, governors and parents to share our commitment; we have policies, procedures, and training in place to ensure this. All policies are reviewed annually.

**EQUALITIES**

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**HEALTH AND SAFETY**

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; and report all concerns to an appropriate person.

***THIS JOB DESCRIPTION IS SUBJECT TO REVIEW AT LEAST ANNUALLY  
AND MAY BE CHANGED AS REQUIRED, FOLLOWING DISCUSSION.***