



# St John's C of E Primary School, Watford



**Growing Together in Love and Respect**

## **Part Time Teaching Assistant Key Stage Two**

**Working Hours:** 8:30 am-3.30pm (including an unpaid 1 hour lunch break)

Thursday and Friday- Term time only plus two inset days per school year used for staff training.

**Contract Type:** Permanent

**Pay Grade** H2

**Start Date:** April 2026

**Responsible to:** Headteacher

**Closing Date:** 9am, Monday 9th March 2026

**Interview Date:** To be confirmed

Our school vision and ethos means that you could be part of something very special in the heart of Watford and make a real difference to the local community. At St John's Church of England Primary School, we believe that happy staff equal happy, engaged children.

We believe that:

- The child should be at the centre of all that we do.
- We should be developing a love of learning across the whole school - pupils, families and staff.
- Our staff should have the opportunities to develop and grow.
- Staff wellbeing is central to delivering quality education

We can offer:

- Training opportunities
- Supportive working environment
- A rich and diverse community showing respect to all
- Two days unpaid term time leave per academic year

<b>Job Purpose</b>	To work with Class Teachers to support teaching and learning and enabling positive outcomes for all pupils.
<b>Responsibilities</b>	<p>Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the pupils and the teacher.</p> <p>Support pupils to understand instructions, support independent learning and inclusion of all pupils.</p> <p>Support the teacher with positive behaviour management and keep pupils engaged with learning.</p> <p>Support pupils with social and emotional wellbeing, reporting concerns to the teacher as appropriate.</p> <p>Prepare and clear up the learning environment and resources including photocopying, filing and the display and presentation of pupil work and contribute to maintaining a safe environment.</p>
<b>Duties and Responsibilities</b>	<p>Record basic pupil data</p> <p>Support pupils' learning through play</p> <p>Assist with break time and lunchtime supervision including facilitating games and activities</p> <p>Assist with escorting pupils on educational visits</p> <p>Support pupils with using basic ICT</p> <p>Invigilate tests</p> <p>Assist pupils with eating, dressing, and hygiene as required whilst encouraging independence.</p>

*St John's is committed to safeguarding and promoting the welfare of children and all staff are expected to share in this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and an application to the Disclosure and Barring Service.*

***The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.***