



Job Description

Post	Teaching Assistant & Administrative Assistant
Details: grade, hours, duration, location	Teaching Assistant & Administrative Assistant including Lunchtime Cover NJC Grade A1/B1, Scale Points 3-6, £24,796 - £25,989 per annum Actual Salary £17,709 - £18,561 per annum 32.5 hours a week term-time only Monday to Friday 8.30am – 3.30pm Based at St Robert’s Catholic Primary School, Harrogate
Responsible to	Headteacher and SLT
Purpose of the Post	<p>The purpose of this dual role is to provide both classroom support and administrative assistance to ensure the smooth running of teaching and school operations. The postholder will:</p> <ul style="list-style-type: none"> • Teaching Assistant Responsibilities: Support teaching and senior staff by delivering learning, care, and support programmes that help pupils access the curriculum. This includes assisting with the management of pupils and contributing to the effective organisation of the classroom and learning environment, whether within the classroom or in other designated learning areas. • Administrative Assistant Responsibilities: Carry out a range of administrative tasks within the school office to support efficient daily operations. This includes helping maintain clear and effective communication with pupils, staff, parents, and governors.
Main duties and responsibilities	<p>Teaching Assistant Responsibilities</p> <ul style="list-style-type: none"> • Supervise and support pupils, including those with special educational needs on a 1:1 basis, ensuring their safety, wellbeing and access to learning. • Assist with the development and delivery of Individual Education Plans, Behaviour Plans and personal care programmes. • Provide personal and intimate care to pupils requiring additional support, following the school’s Intimate Care Policy and maintaining pupil dignity at all times. • Build positive, constructive relationships with pupils and support their engagement, independence, self-esteem and social interaction. • Promote inclusion, ensuring all pupils have equal opportunities to learn and participate fully in school life. • Support the planning and delivery of learning activities and curriculum programmes, including literacy, numeracy, early years and other national or local initiatives. • Use agreed strategies to help pupils achieve learning goals and support the use of IT and other resources to enhance learning. • Prepare, set up and maintain equipment and materials required for lessons and assist pupils in using them safely and effectively. • Monitor and record pupils’ progress, behaviour and responses to learning, providing accurate feedback to teachers as required.



- Promote positive behaviour, responding to incidents in line with school policies and encouraging pupils to take responsibility for their actions.
- Help create and maintain a purposeful, supportive and well-organised learning environment, including assisting with the display of pupils' work.
- Supervise pupils at times outside the classroom, including before and after school, at lunchtime and during breaks.
- Accompany staff and pupils on educational visits, school trips and outdoor activities, taking responsibility for a group under teacher supervision.

Administrative Assistant Responsibilities

- Provide general clerical and administrative support, including photocopying, typing, filing, handling coursework and managing routine financial tasks such as receiving money.
- Deliver clear and effective communication with pupils, staff, parents, carers and governors to support the smooth operation of the school office.
- Maintain high levels of organisation within the office and contribute to effective administrative systems and processes.
- Administer routine tests, support exam invigilation, and assist with basic marking tasks as directed.
- Maintain confidentiality and uphold all policies relating to safeguarding, health and safety, data protection and professional conduct.

Professional Responsibilities

- Work collaboratively with teachers, support staff and other professionals, contributing positively to the ethos and aims of the school.
- Build constructive relationships with parents and carers to support pupils' learning and wellbeing.
- Attend relevant meetings, training sessions and performance development activities.
- Carry out duties under the direction of the Headteacher and adapt to the needs of the school as required.

To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required

VARIATION IN ROLE

Given the dynamic nature of the role and structure of St Robert's, Harrogate, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.