ST DAVID'S
PREPARATORY SCHOOL

JOB DESCRIPTION

Job Title: Teaching Assistant (providing some SEND support)

Reports to: Assistant Head (Pastoral)

Working Time: 08.00am – 4.00pm (inclusive of a 30 minute unpaid lunch break)
37.5 hours per week, term time only

Purpose of Job: To support the pupils and teachers in all aspects of learning and teaching.

Main Duties and responsibilities:

- To support the work of individual children in all curriculum areas as directed by the class teachers and the Assistant Head (Pastoral).
- To maintain records of individual children's progress and to report such progress to the class teachers.
- To support the teaching of reading and phonics as directed and monitored by the class teachers.
- To deliver booster intervention across the curriculum as directed by the Assistant Head (pastoral)
- To help class teachers maintain, organise and store classroom resources tidily
- To share responsibility with all colleagues to maintain a safe, orderly and tidy school.
- To assist the class teachers in the pastoral care of the children and to treat minor illnesses and injuries.
- To perform supervisory duties during lunch and break times in accordance with prepared rotas.
- To share responsibility with all colleagues for the maintenance of good discipline in accordance with school policies, custom and practice.
- To assist with the displays of children's work as directed by the class teachers.
- To assist class teachers with administrative tasks (e.g. preparation of materials, photocopying, laminating etc.)
- To assist class teachers in the production of costumes and props for drama productions.
- To lead at least one extra-curricular club per week
- To drive the school minibus to educational visits, sports fixtures etc. (where agreed)

General responsibilities

- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures and the Staff Code of Conduct at all times.
- To display correct staff identification at all times whilst on site.
- To ensure that you are familiar with all school policies and the contents of the Staff Handbook.
- To attend weekly Staff Meetings.
- To attend whole school/PTA events including Open Days as required.
- To attend appropriate training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To maintain complete confidentiality on all matters pertaining to school policy, staff or pupils.
- To adhere at all times to Health and Safety legislation and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- To attend residential trips if required.
- To carry out any other reasonable duties as requested by the Head Teacher or members of the Senior Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

March 2024

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Person Specification – Teaching Assistant

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form (A), interview (I) and by a Lesson Observation (L).

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	• GCSE in Maths and English at Level 4 or above, or equivalent • A suitable qualification to work with children aged 3 - 11, equivalent to at least NVQ Level 3. • A commitment to continuing professional development	• Educated to A Level or equivalent • First Aid qualification	A
Knowledge and skills	• Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines • Computer literate, with good familiarity with Microsoft office applications • Ability to work with accuracy, with good attention to detail • Excellent organisational skills • Ability to work collaboratively in a team • Good analytical and problem-solving skills	• Ability and willingness to drive a school minibus for visits and fixtures etc.	A / I / L
Experience	• Experience of working in a Primary School environment • Ability to build positive relationships with all pupils	• Experience of supporting pupils with SEND	A / I / L
Personal competencies and qualities	• Enthusiastic and positive about learning and teaching • Ability to communicate succinctly and effectively both orally and in writing, using appropriate language • Friendly and approachable with a can-do mind-set • Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations • High degree of personal motivation, initiative, energy, creativity and drive • Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction • Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion.		A / I / L
Other requirements	• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours within reason. • An empathy with the ethos and aims of St David's School.		A / I / L

I acknowledge receipt of this job description dated October 2026 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed: …….. Dated: ……