



**St Mary's CofE Primary School, Welham Green**

**FULL TIME TEACHING ASSISTANT – H4**

**Required from January 2025**

### **Job Description**

We are seeking to recruit an enthusiastic and energetic Teaching Assistant, who is passionate about supporting us in getting the best outcomes for the children at St Mary's School.

If you are committed to supporting high standards of teaching and learning and are keen to make a difference to the lives of our children, then we would like to hear from you.

We can offer you the opportunity of working within our friendly and highly motivated team, focused on raising standards and committed to providing the best start to education for our children.

St. Mary's is a "Good" school and the last Church School Inspection stated that "leaders are making good progress on their journey to ensure that the needs of all learners are met and that they reach their full potential."

The role is a full time, permanent role to provide a high level of support to teachers and pupils in the management of pupils' learning.

The postholder will work closely with class teachers and will be required to undertake the duties listed below:

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Prepare classrooms and clear afterwards and assist with the display of pupils' work
- ◆ Provide clerical/admin support, e.g. photocopying, typing, filing, record keeping
- ◆ Assist with the planning and delivery of learning activities
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- ◆ Administer routine tests
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Assist with the development and implementation of individual provision maps and personal support programmes
- ◆ Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives
- ◆ From time-to-time, supervise whole classes during the short-term absence of a teacher
- ◆ Work on a one-to-one basis with designated children
- ◆ Undertake playground and lunch duties as required

St Mary's is a school which is clearly underpinned by its Christian ethos, values the professionalism of everyone that works within the school and sees staff wellbeing as a priority.

St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, volunteers, visitors and contractors to share this commitment. All appointments are subject to an enhanced DBS Check and references.

The deadline for applications, using the application form provided, is **Wednesday 20<sup>th</sup> November at 8am**. Interviews will follow take place during the following week. For the right candidate we would consider a start date later than 1<sup>st</sup> January 2025. Applications should be submitted to Jill Byrne, School Business Manager, at [j.byrne@stmarys565.herts.sch.uk](mailto:j.byrne@stmarys565.herts.sch.uk)

November 2024