



St Peter and St Paul Catholic Primary

Promoting high quality education, love, care and forgiveness of others as taught to us by Jesus and our Patron Saints.

St Paul's Wood Hill
Orpington, Kent BR5 2SR
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Headteacher: Miss K Everson

Job Description: Teaching Assistant

1. Job Purpose

The post holder will operate under the direct instruction of the Class Teacher and the wider Senior Leadership Team (SLT). You will be expected to work flexibly as part of a dedicated team to meet the evolving needs of the school community.

2. Key Responsibilities

Supporting the Catholic Ethos:

- To support and contribute to the Catholic life and Christian character of the school.
- To participate in classroom prayer and liturgy.
- To act as a positive role model, reflecting the Gospel values in daily interactions with pupils and staff.

Supporting the Pupil:

- Assist pupils with learning activities, ensuring they understand instructions and stay on task.
- Support the social, emotional, and physical well-being of pupils.
- Provide 1:1 or small group support for pupils with SEND (Special Educational Needs and Disabilities) or EAL (English as an Additional Language).
- Encourage pupils to interact and work cooperatively with others.
- Willingness to attend to the medical needs/intimate care needs of individuals

Supporting the Teacher:

- Prepare the learning environment and distribute resources.
- Assist with the planning and evaluation of learning activities.
- Maintain records of pupil progress and provide feedback to the teacher.
- Help manage classroom behaviour in line with the school's behaviour policy.

Professional Flexibility & Team Support:

- To carry out any other duties as reasonably directed by the Class Teacher or Senior Leadership Team, commensurate with the grade and nature of the post.
- To demonstrate a flexible approach to daily tasks, ensuring the operational needs of the classroom and the wider school are met effectively.
- To contribute to the overall ethos, work, and aims of the school, recognising that responsibilities may evolve to support pupil progress and school improvement.

Note on Scope: This job description is not intended to be an exhaustive list of all duties and responsibilities. The post holder may be required to undertake other tasks that fall within the remit of the role as requested by the Headteacher or SLT, ensuring the school continues to provide a safe, nurturing, and Christ-centred environment for all pupils.

3. Safeguarding

St Peter and St Paul is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo an **Enhanced DBS check** and provide satisfactory references.

Note to Applicant: You do not necessarily have to be Catholic to apply, but you must be willing to support the religious life of the school and participate in communal prayer.



"Called by Christ to be agents of change and apostles of hope"

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