



**ST JOHN'S CATHOLIC PRIMARY SCHOOL**  
**Blackbridge Lane, Horsham, West Sussex RH12 1RR**  
**Headteacher: Mrs Joanna Brown MA NPQH**  
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**JOB DESCRIPTION**  
**Teaching Assistant**

**Job Purpose**

To carry out the duties of a Teaching Assistant as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

**Areas of Responsibility and Key Tasks**

- To work under the instruction of teaching staff to enable quality learning for all pupils.
- Work may be carried out in the classroom or outside or with small groups.
- To supervise and support pupils with special needs including the development and implementation of individual education and behaviour plans.
- To encourage pupils to interact with others and engage in meaningful play and activities led by the teacher.
- To create and maintain a purposeful, orderly and supportive environment.
- To provide clerical and admin support as necessary.
- To monitor and record pupils responses and assess ongoing learning.
- To be aware of and comply with all School Policies and Procedures.
- To participate in training and other learning activities as required.
- To attend relevant meetings as required.
- To inform the class teacher, school office or Headteacher of any serious injury especially head injuries.
- To observe confidentiality at all times.
- To undertake all duties reasonably requested by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Tel: 01403 265447 Fax: 01403252458**

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