



*St. Nicholas*

**ST. NICHOLAS SCHOOL**  
**Job Description - Teaching Assistant**

Responsible to:  
Headteacher  
Head of School  
Class teacher

1. To help the class teacher in the delivery of lessons. To be informed of all planning prior to the start of the day.
2. To help teacher prepare classroom materials and displays.
3. To perform break and lunch duties as required by the head of school.
4. Be aware of the school regulations and help maintain these standards.
5. To substitute for the teacher in the case of absence.
6. To help the class teacher to get the classroom ready before School starts. To be responsible for the preparation of the classroom on a daily basis and help keep it organised.
7. Help with home school communication by checking diaries and bringing any issues to the teachers' attention.
8. To help with individual reading on a daily basis by ensuring reading books are changed and records kept up to date.
9. To give practical help to the teacher with classroom management.
10. To attend in service training and meetings when appropriate.
11. Report to the Head of School if they have any difficulties performing their duties.
12. Keep total confidentiality on School and Class matters at all times in and out of School.

- Working hours for Assistants are:

7.45 am to 15.45 pm	Full Time
7:45 am to 12:30pm	Part Time

- Assistants may be required to work on the occasional Saturday to help with School programmes.