

St Mary's Catholic Primary School

Job Description – Level 1

Duties

Support for the School

- Promote the Catholic ethos of the school by supporting School and Parish activities
- To understand and promote inclusion in developing the whole child
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection, speech and physio therapies, and intimate care plans (toileting)
- Assist in the administration of first aid and supervision of children throughout the school day, including play and lunchtimes
- Act in accordance with the school's positive behaviour management strategies
- Participate with other team members in the development, planning, implementation and evaluation of learning programme for individuals and groups of pupils
- Monitor and contribute to the assessment and recording of children's development and be involved in the sharing of information
- Participate in and contribute to staff meetings and INSET
- Maintain and develop good working relationships with parents and other adults involved with each child

Support for the Teacher

- Prepare support materials
- Contribute to the preparation of classrooms and outdoor areas
- Display work and information for children and adults
- Exercise general care and supervision of children during the school day, inside and outside

Support for the Child

- Promote acceptance and inclusion of all children
- Help to promote children's self esteem
- Secure development and learning; educational, spiritual, physical, social and emotional
- Provide a secure, caring and enriching environment for the children
- Support children, including those with learning, physical or emotional difficulties
- Administer First Aid, comfort sick children and accompany children/families to hospital, clinic or home if appropriate
- Have familiarity with all relevant statements of special education needs