



# EATON HOUSE THE MANOR

## **JOB DESCRIPTION**

### **Assistant Teacher**

#### **DUTIES OF THE POST**

Assistant teachers will be required to:

1. To assist the Class Teacher in monitoring academic progress, record keeping, health and emotional well being of each pupil in the class (in liaison with the Head Teacher), and in line with school policies as the Class Teacher requests.
2. Prepare termly plans and a daily plan (prepared a week in advance) for all the lessons that are taught by the Assistant Teacher, kept in the Class Planner. Keep records of the children's progress as stated by the Head Teacher. Ensure that the syllabus for each subject for the year being taught is completely covered during the academic year.
3. Attend INSET, staff meetings, parents' evenings and any other functions as required by the Head Teacher. Be available to parents for advice and discussion regarding their child, each day.
4. Assist the Class Teacher in ensuring that the classroom is well organised, tidy and functioning effectively. Assist the Class Teacher in the preparation of wall displays.
5. Ensure that the right level of discipline is maintained in the classroom and that the children follow the School Rules and Golden Rules.
6. Play a full part in the life of the School, be flexible and aware of what is happening throughout the school. Undertake pastoral and supervisory duties in the School as required.
7. Support the teaching of sport.
8. Write reports at the end of each term on each child in the subjects that are taught by the Assistant Teacher as required, highlighting their strengths, weaknesses and achievements.
9. All staff are expected to be in school between the hours of 8am and 4pm each school day and for preparation days prior to the beginning and end of each term, as designated by the Head Teacher, to whom the Assistant Teacher is responsible (Deputy Head Teacher in his/her absence).

Please email [HR@eatonhouseschools.com](mailto:HR@eatonhouseschools.com) if you would like an application form for this exciting and rewarding role.

The School has its own Salary scale, which is reviewed annually.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).