

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Assistant Teacher
Line management responsibility for:	1 day a week. Responsible to Head.
Main duties and responsibilities:	<p><u>Teaching and learning:</u></p> <ul style="list-style-type: none">• Support the class teacher in ensuring the well being of every aspect of the child – physical, emotional, mental and spiritual.• Assist with the planning and implementation of the daily programme.• Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.• Provide regular feedback to teacher on students’ achievements, progress and problems.• Assist class teachers with maintaining student records• Assist in the implementation of Individual Education Programmes for students and help monitor their progress and fulfil any aspect of learning support assigned to them.• Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy• Contribute to the overall ethos/work/aims of the School.• To be aware of and comply with all policies and procedures in the school relating to child protection, health and safety, confidentiality and data protection.• Establish constructive relationships with parents and care givers. <p><u>Administrative duties:</u></p> <ul style="list-style-type: none">• Prepare and present displays of students’ work.• Support class teachers in photocopying and other tasks in order to support teaching• Undertake other duties from time to time as the Headmistress requires.
Line management duties and responsibilities	<ul style="list-style-type: none">• Attending staff meetings – weekly/optional extras.• Attend inset training days and Open Day/Evenings when required.• Attend outside training

You may also be required to undertake such other comparable duties as the Head requires from time to time.