

JOB DESCRIPTION

Upper School Teaching Assistant

The Teaching Assistant is responsible to the Senior Tutors, for performance, timetable and daily routine. He or she is expected to support the school and to participate in school life. The post is subject to the whole school regulations and guidelines as set out in the Staff Handbook.

Working as timetabled, under the supervision and direction of the Senior Tutors, or the class teacher to whom allocated. The Teaching Assistant carries out a wide range of duties which including the following:

- Helping in classrooms as required
- Preparation of resources for class teachers
- Working with individual children, or small groups, as appropriate
- To plan (alongside the teaching staff) and deliver academic and pastorally focused groups, where necessary
- Listening to and helping individual readers
- Providing support in the creation of displays
- Photocopying and filing
- Supervising lessons in the absence of a class teacher
- Supervising children during indoor and outdoor breaks
- Supervising during lunch
- Reporting to the Senior Tutors any concerns about children
- Keeping up to date with Child Protection best practice
- Keeping the learning environment tidy
- Help to keep the staff room tidy and to prepare refreshments
- Attending INSETS (even when they are not on a day not normally worked)
- Undertaking CPD
- Attending evening meetings and school events as directed by the Headmaster
- Accompanying staff and pupils on school visits
- Observing confidentiality.
- To discuss and keep written records of children's social and emotional development
- To complete administrative tasks.

All staff are expected to maintain a high standard to professional commitment and to work together for the good of the pupil and of the school.

Date: April 2018

Review: April 2019