



Russell House

June 2017

Job Description for Teaching Assistant in Early Years

HOURS

Monday to Friday 8.30 am to 4.00 pm

TEACHING AND LEARNING

- Communicate with the lead teacher in advance of lesson, and be familiar with plans
- Be aware of your role in each lesson; preparing resources as directed by the lead teacher in advance of the lesson
- Help the teacher display children's work and to provide a welcoming, stimulating and organised classroom environment
- Act as the Key Person (with assistance and direction from lead teacher) for half of the children in the class.
- Attend assemblies, register pupils, supervise children, undertake playtime, lunch and after school duties, and provide cover for absent staff as requested
- Assist teacher in observation of pupils, assessment, recording and reporting
- Help maintain records and reports on social and emotional needs of children
- Work with the teacher in communicating with parents in order to ensure the well-being of the children as well as maintain and strengthen links between home and School.
- Attend meetings arranged as required
- Liaise with Curriculum Support department, as required
- Help maintain key children's profiles and other records of children's achievements through written observations
- Help maintain notes on PASS (where applicable) via the Senior Management Team or School Administrator.
- Adhere to the School policies, handbooks and routines.

Pastoral Care

- Communicate with the lead teacher, the Head of Early Years and/or the Head to inform them of any significant occurrences, incidents or concerns that might affect the teaching, learning or wellbeing of the children.
- Record incidents on pupil Records of Conduct and Meetings and share with relevant colleagues as per school policy.
- Maintain good order and discipline of pupils at all times, being mindful of their health

and safety.

- Ensure pupils respect school property
- Notify the line manager of pupils having difficulties of any kind
- To change children when soiled to ensure that they are comfortable.
- Report accidents to the School Administrator, who maintains the Accident Book.

Professional Standards

- Take part in arrangements for the appraisal of classroom performance.
- Periodically review own methods of supporting teachers.
- Take part in arrangements for further training and professional development as a teaching assistant.
- To understand the need for the School's unwritten 'give and take policy' in terms of commitment.
- Maintain high personal standards of appearance, punctuality and behaviour.
- Undertake reasonable tasks as required by the lead teacher, the Head of Early Years or the Head or any other members of the Senior Management Team in a positive and enthusiastic manner
- Attend daytime, weekly Early Years Staff meetings as requested by Head, Deputy or Head of Early Years
- If unable to attend, then ensure that Minutes are read.
- Support and maintain confidentiality, privacy and loyalty to school at all times, both during and outside school hours.
- Help to uphold and develop school ethos, aims, values and standards
- Be familiar with and follow the School's Aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes.
- Dress appropriately and be professional at all times.