**TEACHING ASSISTANT**

**JOB DESCRIPTION**

**MAIN AREAS OF RESPONSIBILITY**

1) To support the classroom teacher at all times.

2) To work with the class teacher to foster a warm, caring and friendly environment for the children within the classroom.

3) To work with the class teacher in preparing work for the children, putting up displays and assisting as required within the classroom.

4) To carry out delegated tasks set by the class teacher.

5) To help ensure that pupils make the maximum amount of progress possible in each lesson.

6) To take particular responsibility for hearing the children read on a daily basis, updating their reading records, completing the reading progress book fortnightly and general monitoring that they are reading books at a level appropriate to their needs.

7) To support the children in a range of situations on and off site.

8) To conduct lessons (if required) according to the agreed policy and syllabus.

9) To maintain discipline in accordance with school policies at all times and to encourage positive practise in relation to general behaviour and approach to school life.

10) To work as part of a team with the teachers and assistants within the assigned year group and the rest of the school staff.

11) To maintain cordial and informative relationships with parents.

12) To provide support for the children in a broad range of situations both on and off-site.

**OTHER DUTIES**

1) To attend all Staff Meetings, Parent Evenings (as appropriate), INSET (internal and external as requested).

2) To participate in (and where appropriate contribute to) the general well-being of the Staff and School so as to maintain and improve the performance of the school for the benefit of all concerned.

3) To support the pupils and school as a whole, by attending school productions, functions and any events as requested.

4) To keep abreast of all policies of the school and to be aware of problems with individual pupils so that communication between colleagues for their general well-being is consistent.

5) To prepare school reports, on each child taught, at the end of the Autumn and Summer Term.

6) To share in the responsibility for covering colleagues in their absence.

7) To keep parents and pupils informed of all school notices and special events.

8) To comply with all legal requirements such as register of attendance and Health and Safety regulations.

9) To carry out tasks as delegated by the Headmistress or Senior Leader team.

10) To attend professional development courses to further knowledge and expertise as and when appropriate.

11) The teaching assistant shall devote the whole of their working time and attention to the affairs of the school and shall not undertake any extraneous activities which could in the opinion of the Headmistress, interfere with the efficient discharge of the teacher’s duties at School.

12) Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school’s Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Headmistress.

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

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

May 2018