



Russell House

**JOB DESCRIPTION FOR
TEACHING ASSISTANT WITH GAMES
(FIXED TERM- MATERNITY COVER)**

From April 2018 to December 2018

TEACHING AND LEARNING

- Communicate with the teacher in advance of lesson, and be familiar with plans
- Be aware of your role in each lesson; preparing resources as directed by the teacher in advance of the lesson
- Assist the 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
- Attend meetings arranged for any of the above purposes as required
- Aim for excellence and encourage pupils to do likewise
- Adhere to School policies, handbooks and routines
- Assist in the teaching of class or subject, being aware of Whole School context
- Liaise with Curriculum Support department, assisting in differentiated teaching as required
- Assist in the completion of reports according to School format and guidelines
- Help maintain systematic record of progress and achievement
- Help maintain notes on PASS (where applicable) via SMT or School Administrator

SPECIFIC RESPONSIBILITIES FOR SPORT

- Attend and contribute to PE department meetings
- Aim for excellence and encourage pupils to do likewise
- Work closely with the PE Department members
- Be responsible for the use and tidiness of the changing rooms
- Be punctual for lessons so that children are not unattended or left unsupervised in the changing rooms
- Be aware of fitness levels of the children and also of any medical details
- Set up and put away gym equipment and assist with gym classes
- Be present for home and away matches of team sports

PASTORAL CARE

- To communicate with the teacher and /or the Head and Deputy Head and inform them of any significant occurrences or concerns that might affect the teaching, learning or well-being of any children.
- To record incidents by e-mail, when required, to the Head and Deputy Head (subject: "Incident") in accordance with School's policy
- Maintain good order of pupils, safeguard their health and safety
- Emphasise to the pupils the importance of their own safety
- Report accidents to the School Administrator who maintains the accident book
- Ensure pupils respect School property

PROFESSIONAL STANDARDS

- Take part in arrangements made for the appraisal of classroom performance
- To attend weekly Staff Briefing, Monday CPD meetings and any other staff meetings as requested, and Inset days, the day before the start of each term and two days in September
- 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
- To appraise yourself of School routines and expectations through the staff handbook, policy documents and contract of employment
- To undertake any reasonable tasks as required by the teacher, Head and/or Senior Management team including supervision duties
- Aim for excellence and encourage pupils to do likewise
- Support and maintain loyalty to School at all times both during and outside School hours
- Help develop School ethos, aims, values and standards
- Be familiar with and follow school mission statement, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Have high expectations of work and behaviour and use encouragement and, if necessary, agreed Russell House sanctions to achieve these
- Embrace new practices
- Be professional at all times and dress appropriately

EVENTS

- Support school functions appropriately or as requested
- Attend school functions and Parent Consultation evenings as requested

Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.