



REDDAM HOUSE BERKSHIRE JOB DESCRIPTION TEACHING ASSISTANT – JUNIOR SCHOOL

THE ROLE

The Post holder will engage with teaching and learning activities under the direction and supervision of the Head and Deputy Head of the Junior School. Working alongside the teacher, he/she will provide appropriate support to pupils to enable them to participate and achieve in all learning experiences.

DETAILED RESPONSIBILITIES AND TASKS

The principal responsibilities of the role are:

1. Specific Classroom support duties

- To provide classroom support as required by teaching staff to include group work, help with reading, reinforcement and extension;
- Assist with lesson preparation and clear up;
- Assist and support the making of teaching resources;
- Assist in the planning, creation and mounting of displays of pupils' work
- Assist with maintaining good behaviour of pupils throughout the school at all times;
- Establish and maintain appropriate working relationships with parents, support staff and other adults involved in the education of the pupils;
- Additional support for break and lunch time supervision;
- To help with the extra-curricular activities as required;
- Accompany school trips;
- To assist in other specialist areas according to strengths, e.g Library, ICT, Science and Music.

2. General

- Attend relevant meetings and Junior School events as agreed with the Head and Deputy Head of the Junior School.
- Ensure the accurate completion of requisite school documentation, including records of attendance and progress reports, evaluations and where applicable referral / accident forms;
- Some general administrative support to include photocopying and filing.

Additional duties and responsibilities

- To carry out basic First Aid duties (training will be provided);
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date;
- Undertake all duties with due regard of the School's Health and Safety Policy and the Health and Safety at Work Act 1974 and all other relevant legislation;

- To carry out any such task as shall be deemed necessary to the smooth running of the Junior School.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by the Head Teacher, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

Signed: (Post Holder)

Name:

Date:

Signed: (Line Manager)

Name:

Date:



**REDDAM HOUSE BERKSHIRE SCHOOL
TEACHING ASSISTANT – JUNIOR SCHOOL
PERSON SPECIFICATION**

	Essential	Desirable
Qualifications and Experience		
• Good (Honours) degree		x
• Sound literacy and numeracy grades	x	
• An interest and commitment to teaching	x	
Skills and Personal Qualities		
• The highest standards of personal integrity, energy, stamina and enthusiasm	x	
• Strong organisational skills and the ability to meet deadlines	x	
• Good interpersonal and communication skills, with the ability to relate to young people	x	
• Willingness to work collaboratively with an ability to work as part of a team	x	
• A good level of computer skills. Confident in the use of Microsoft applications, to include: Word, Excel, Outlook	x	
• A close attention to detail and a conscientious approach	x	
• A professional, yet caring approach to dealing with young pupils	x	
• Willingness to be involved in a wide range of extracurricular activities,		x

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.