



# Tower House School

**JOB DESCRIPTION: Teaching Assistant Full Time**

**REPORTING TO: The Head of Junior School**

**Safeguarding responsibilities:**

All adults working at Tower House School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

**Job purpose:**

Working as a Teaching Assistant you'll provide support to teachers in preparing for lessons and helping create a safe and enjoyable learning environment for all pupils. During lessons, you'll work together with the class teacher to support pupils with classroom activities and help to manage behaviour. Excellent communication and enthusiasm will be key in supporting all pupils to progress, achieve and overcome any problems. You will support all areas of the curriculum including literacy, numeracy and ICT within the classroom. You will also accompany teaching staff and pupils on trips and other out-of-school activities.

You will act as a role model for pupils and be a positive influence on their behaviour and performance at school. So it's important that you demonstrate maturity and excellence in all you do.

All our teaching assistants are part of a flexible team where they may move classes and may change/work across different year groups from time to time.

**Key roles and responsibilities: -**

- Supervise and support pupils, ensuring their safety and access to learning.
- Encourage pupils to act independently as appropriate.
- Prepare the classroom for lessons, and clear away afterwards.
- Support the teacher in managing pupil behaviour, reporting any difficulties.
- Support pupils to understand lesson instructions.
- Support pupils in respect of school curriculum, e.g. Literacy, Numeracy, and Early Years, as directed by the teacher.

**Key roles and responsibilities (continued): -**

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and other out-of-school activities.
- Compliance with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attending early morning briefings, staff meetings, meetings, parents' evenings and study days where relevant.
- Feedback any incidents or information from children or parents to the teacher responsible for that child
- Take responsibility for knowing what is happening in the school and how they are involved by reading emails and school calendar
- 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.
- Supervising pupils at break, lunch break and in the playground
- Occasionally putting up displays.
- Supervising pupils with changing clothes and shoes for PE, games, swimming etc and at the beginning and end of the day.
- Assisting with pupils who are unwell or otherwise distressed. Administering First Aid if qualified to do so
- To maintain notes on pastoral issues in the electronic profiling system

**Other:**

- School lunch is provided and Supper if evening duties are required. Free tea, coffee and biscuits.
- Generous contributory pension scheme

March 2020

*Tower House School is committed to safer recruiting and to safeguarding and promoting the welfare of children. All candidates must be willing to undergo child protection screening appropriate to the post including checks with past employers and with the Disclosure and Barring Service.*

*Tower House School is an equal opportunities employer.*