



PROSPECT HOUSE SCHOOL

Teaching Assistant

Job Description

A Teaching Assistant's duties and responsibilities are as follows:

- To help the allocated teacher provide and implement an educational programme for the pupils.
- To carry out tasks set by the teacher and follow instructions and programmes of work as the teacher requests
- To help and encourage individuals or groups of children to perform set tasks to the best of their ability.
- To discuss all matters that may arise concerning the educational and pastoral well-being of a child or children with the teacher, who will have ultimate responsibility
- To maintain discipline when working with children, and around the school generally, in accordance with the school policy on behaviour
- To assist allocated teachers in the display of work, to prepare materials and resources for lessons and to carry out tasks to assist with the smooth running of a busy classroom/school
- To use non-contact time effectively and productively to support staff

UPPER SCHOOL
75 PUTNEY HILL
LONDON
SW15 3NT

LOWER SCHOOL
76-78 PUTNEY HILL
LONDON
SW15 6RB

HEADMISTRESS
Mrs Kelly Gray
info@prospecths.org.uk
020 8780 0456

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- To assist in the running of an after-school club
- To support the work of the Learning Support teachers in consultation with the allocated teacher
- To be familiar with the school's handbook and general policies for staff
- To be familiar with the school's Safeguarding policy and all other policies both statutory, non-statutory and curriculum available on the school matrix
- To keep the teachers and the SLT informed of any parental wishes and enquiries concerning the children and the school
- To monitor and assess the children as directed by the allocated teacher
- To participate in meetings if required to do so at the request of the teaching staff or a member of the SLT
- To participate in the staff duty rota, as directed by the SLT
- To maintain tidiness and quality of classroom and school displays
- To monitor the delivery of milk and fruit juice to the school and organise its delivery to classrooms
- To assist in set design and costume making during production time, as directed by the SLT
- Attend field trips as required after consultation and permission from the SLT
- To attend and give assistance with functions outside the normal school hours e.g. school plays as and when required by the SLT

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- To be aware of and maintain confidentiality about school matters, parents and children as outlined in the contract of employment

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.

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