



## **Job Description Teaching Assistant**

- Helping the teacher in preparing class work.
- Following teacher instructions for working with children individually, in groups or as a whole class.
- Listening to children reading.
- Helping children change for Sport and accompanying them to the sports field, helping with games.
- Providing cover as appropriate.
- All break duties including helping to serve lunch and helping children with 'manners'.
- Photocopying and displaying work.
- Helping to keep the classroom tidy and appropriate for learning.
- To carry out such duties as the Headmistress may reasonably request.
- To carry out administrative duties as the Secretary and Headmistress may reasonably request, in particular the arranging and organising of school trips.
- To have a concern and responsibility for the safety of children at all times.
- To maintain high standards of professionalism including relationships with parents and colleagues.
- To maintain loyalty to the School, Proprietor and Headmistress.
- To be enthusiastic, showing effort and support in the school - "going the extra mile".
- To have a genuine love for young children and an understanding of the way their world works.