

Teaching Assistant Job Description

- To support the children in their learning in a variety of ways, e.g. working with a group at a table, leading a creative activity, taking out support or enrichment groups, engaging in active play
- To promote the children's health and welfare in a variety of ways, e.g. changing or cleaning them, administering basic First Aid, taking a warm interest in them (families, friendships etc.)
- To help the Class Teacher keep the classroom presentable, as required (setting up and putting away resources, preparing resources, putting up displays, cleaning equipment etc.)
- To work as part of a team and maintain good relationships with colleagues
- To make observations of the children and record these on Tapestry
- To communicate with parents, as appropriate
- To attend courses which promote your own professional development, whether these are in areas of your own interest or courses which are required by the School
- To understand your responsibilities with reference to child protection
- To contribute to planning
- To maintain a good knowledge and understanding of the EYFS curriculum
- To be aware of appropriate age-related practices and procedures
- To undertake a two-day paediatric first aid course every three years
- To be aware of and act in accordance with school policies as set out in the Unicorn School Staff Handbook and Guidelines
- To attend pre-term staff meetings and inset days together with some of the following: parent meetings, concerts, plays, galas etc.
- To carry out any other duties appropriate to the post of Teaching Assistant as would be reasonably expected
- To comply with Unicorn's Welfare, Health & Safety Policy and respect our Code of Conduct and be mindful of safeguarding children and their welfare at all times
- To stand in for other teaching assistants or general assistants, to cover absence etc. as required
- To do a proportionate number of playground duties
- The holder of this post is responsible in the first instance to the Class Teacher and then to the Head of Infants and the Head