##### **JOB DESCRIPTION: Teaching Assistant in Reception**

**The Role:**

* to work with the teacher to provide a high standard of physical, emotional, social and intellectual care for children in the class
* to give support to other teaching staff
* to implement the daily routine in the classroom
* ensure they are up to date with all Pre-Prep procedures and school aims by reading the handbook, checking their Crosfields’ email account regularly and making sure they are following the correct process with regard to, for example, the recording of accidents and collection of children

**Responsible to:** TheHead of the Pre-Prep Department

**Main duties and responsibilities:**

* Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
* Ensure that a caring and stimulating environment is provided for pupils, that takes into account individual developmental needs and enables them to reach their full potential;
* Work as a member of a team, contributing to the planning for preparation, delivery and evaluation of learning experiences.
* Prepare, set-up, manage and clean up materials and equipment, in both indoor and outdoor learning areas.
* Help to maintain a clean, tidy and well organised learning environment
* Observe and assess children’s development to provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence;
* Maintain the positive ethos and core values of the school, both inside and outside the classroom ensuring equality of opportunity for all;
* Support the whole school community and maintain strict confidentiality.
* Promote the inclusion and acceptance of all pupils within the classroom;
* Support the needs of all pupils during lessons, through differentiation of tasks, explanations and scaffolding.
* Carry out duties as required (including after school), making sure that children are monitored and assisted during this time.
* Record any meetings with parents and hand to the Head
* Complete any behaviour logs and make class teacher aware of any issues witnessed
* Be responsible for keeping and updating records as agreed with the teacher;
* Liaise sensitively and effectively with parents/carers
* Maintain good order and discipline amongst allpupils in the school, in accordance with the school's behaviour policy;
* Promote independence and employ strategies to recognise and reward achievement and self-reliance;
* Be flexible within areas of work and working practices of the Pre-Prep department.
* Undertake specific childcare tasks- such as intimate care when required
* Liaise with external agencies when required;
* Work alongside teachers and other staff to ensure the philosophy behind the school is fulfilled;
* Act as an ambassador for Crosfields School and maintain a positive image of its aims and objectives;
* Participate in the appraisal system for their own performance;
* Attend and participate in staff meetings, courses, open mornings, parent consultations and professional development days;
* Supervise pupils on visits, trips and out of school activities as required;
* Administer First Aid as appropriate;
* Carry out any other duties required by the Head.