



# SHEBBEAR COLLEGE

## **Job Description: Teaching Assistant**

Reporting to: The Head of Prep

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### **Key Tasks**

Teaching Assistants provide support to the teachers in the day-to-day needs of pupils in their care. They need to maintain complete confidentiality on all school matters.

- Provide children with the level of support specified by the teacher.
- Encourage children towards their independence and accepting responsibility for their own behaviour.
- Establish good relationships with pupils by using language and communication skills which they can understand and relate to.
- Promote positive behaviour in line with our school policies.
- Help to supervise the children during lunch.
- Supervise children during playtimes, helping children to socialise, work out differences, play well together and administer first aid when required
- If a child has an accident help the child change etc. as outlined in the intimate care policy and record action taken.
- Assist activities and group work under direction of the teacher.
- Work under the direction of the teacher, prepare and maintain an effective learning environment by preparing work materials/apparatus and helping to clearing up afterwards.
- Change reading books as required, hear the children read on a regular basis, extend their thinking and knowledge of their book by questioning them (ensuring the record sheets/ files are kept up to date),
- Set up the learning materials as directed by the teacher so that pupils are able to participate safely and effectively in planned activities.
- To liaise with the teacher you work alongside on a regular basis, take part in inset days, training days and any other meetings as required (to further your knowledge and understanding).
- To take part in school outings, such as swimming, school trips etc, as may be required.
- To abide by and work towards all the policies within the school e.g. Health and Safety, Child Protection etc.
- Adhere to the Shebbear College Staff Code of Conduct.
- To carry out other duties as may reasonably be required with the remit of the post.

*This list is not exhaustive and is subject to change. The Teaching Assistant is expected to fulfil any reasonable request made by the Head or Prep, Head or Senior Deputy Head.*