

**Parkgate House School**

**Teaching Assistant Job Description**

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| **Role** | Teaching Assistant |
| **Position reports into** | This position reports into the Class Teacher and Head of Department (direct line manager) |
| **Applicable Contract Terms and Duties** | This job description is to be performed in accordance with the Service Contract. |
| **Terms / Hours of Work (in brief)** | Autumn, Spring and Summer Terms  Plus termly inset days  Plus an additional week at the end of each of the three terms (School Activity Weeks)  Plus all school events  Hours of work during term time (as varied from year to year)  Monday to Thursday – 8.00am to 5.30pm.  Friday – 8.00am to 4.00pm. |
| **Staff Benefits** | Complimentary daily lunch  Staff Pension Scheme |

**Purpose of job**

To assist the team of staff in delivering the curriculum in a safe and purposeful learning environment.

**Main duties**

* Assist the class teacher in planning and delivering the curriculum.
* Take direction from class teacher but also work on own initiative.
* Know and adhere to the school’s Teaching Assistant Standards.
* Ensure good working relations between the parents and staff.
* Provide and maintain equality of opportunity for all children and their families.
* Ensure the classroom and all necessary equipment is ready before each lesson commences and is cleared away after the lesson finishes. Classroom shelves tidied and clean.
* Help to ensure there is a productive, positive learning environment during lessons.
* Contribute positive reinforcement of ground rules.
* Ensure the children are supervised at all times.
* Be enthusiastic and informative to parents and visitors to ensure the continued development of the school.
* Provide stimulating displays that are regularly changed on a termly basis.
* Back work neatly ensuring all borders are the same size.
* Children’s names should be written using the Sassoon format and names should be spelt correctly.
* Take a full part in all school activities as required by the Principal and the Headmaster.
* Ensure that a professional standard is maintained in terms of dress, behaviour etc that promotes the overall development of the school.
* Be punctual.
* Attend and contribute to School meetings and social events.
* Attend Parents’ Evenings, School Events, INSET, Activity Weeks, Duties, Open Days and such school functions as required by the Principal and the Headmaster.
* Attend and assist at the annual PGL activity residential visit if required.
* File reports, PT write-ups, Assessment results etc into Pupil Files as directed by the Head of Department.
* Have basic IT skills and knowledge of how to use school manager.
* Take responsibility for knowing what is happening in the school and how they are involved by reading emails and schedules.
* Know and adhere to the schemes of work and school policies.
* Know and adhere to the information in the staff handbook.
* Attend and assist with the running of school clubs as directed.

**Other duties could include.**

* Complete the accident and incident book
* Deal with visitors to the School
* Attend meetings with Head of Department and other training as required.