



Teaching Assistant

Job Description

Reports to:	Head of Year
Hours:	Full time – 40 hours (Monday to Friday, 08:00 – 16:30)
Contract Type:	Permanent
Salary:	Undisclosed

About the school

Fulham School is an independent co-educational school for children from Reception upwards: our senior school currently takes pupils up to Year 10 and will grow all the way up to sixth form. We prepare our pupils for three points of exit to the next stage of their education: at 11, 13 or 18.

Co-education and celebrating diverse abilities across academic, creative and sporting pursuits are at the heart of all we do. We offer a distinctive and forward-thinking curriculum and encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.

Full details of the school are available at fulham.school

Overall job purpose

To ensure effective teaching support for both individual and groups of pupils undertaking focused learning activities. With the ability to work under the direction of the classroom teacher and on your own initiative, you will make a valid contribution to the social, academic, moral, physical and emotional development of each child both inside and outside the classroom.

Principle Responsibilities

- Supervising and providing support under the direction of a teacher, for pupils, including those with additional needs, ensuring their safety and access to learning activities;
- Preparing and using equipment and resources required to meet the lesson plans and relevant learning activity and assisting pupils in their use;
- Ensuring all pupils have appropriate access to opportunities to learn and develop;
- Encouraging pupils to interact with others and engage in activities;



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- Providing feedback to pupils in relation to the progress and achievement under guidance of the teacher;
- Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work;
- Using strategies, in liaison with the teacher, to support pupils in achieving learning goals;
- Assisting with the planning and preparation of learning activities;
- Monitoring pupils' response to learning activities and accurately record achievement and progress as directed;
- Provide regular feedback to teachers on pupil achievement, progress, problems etc.;
- Assisting with the supervision of pupils outside lesson times; including lunch and play times;
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour;
- Participating in any training and development activities to maintain own professional development or to enhance competence within the job role;
- Undertake any duties (particularly playground & dining room) and responsibilities commensurate with the post and participate in the regular review of the content of the job description;
- To assist the Director of Sports/Sports' Teachers with activities if required, including walking children to the Swimming Pool;
- To assist with whole school activities such as Sports' Day, Swimming Gala etc.

Pastoral Care

Within the School's pastoral policy:

- Maintain good order and promote self-discipline amongst pupils, safeguarding their health and safety both when on school premises and when they are engaged in authorised school activities elsewhere;
- Deal appropriately with sickness and injury;
- Treat pupils with respect and compassion;
- Encourage respect for self, others and the environment of the school.



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General Responsibilities

- Always uphold Fulham School's Child Protection and Safeguarding Policy;
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.;
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Adhere to all school policies and procedures;
- Maintain positive, courteous relations with pupils, parents and colleagues;
- Attend INSET days and staff briefings as required.

Confirmation of Job Description

Please Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed as required and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

I confirm that I have read and understood this Job Description.

Name	Signature	Date