



# QUEEN'S COLLEGE PREPARATORY SCHOOL

## JOB DESCRIPTION

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### TEACHING ASSISTANT

**Line Manager:** Form Teacher

This job description sets out the main roles and responsibilities of a Teaching Assistant at QCPS.

### JOB ACCOUNTABILITIES

Teaching Assistants, under the instruction and guidance of teaching staff, contribute towards providing high quality education for all pupils in their care and to improving the quality of learning and standards of achievement.

Under the direct guidance and supervision of the assigned teacher, Teaching Assistants enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area. They should conduct themselves in an appropriate professional manner at all times to support and foster the ethos and aims of the School.

### Key Responsibilities

- To provide general administrative and classroom assistance to the classroom teacher in charge of effectively delivering pre-planned lessons
- To assist the teaching team in ensuring that pupils behave and conduct themselves properly, both within and outside the classrooms
- To assist the classroom teacher in ensuring that all equipment used is safe and specific to the activity and age group
- To assist in the supervision of children in the garden / park
- To assist in the filing of classroom documentation
- To assist in the setting up and preparation of classroom and/or school activities
- To assist in the organisation and maintenance of resources
- To photocopy, laminate, sort, file, and assist in the preparation of resources for lessons to be used by the classroom teacher and/or teaching team

### Support for Learning

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, agreed with the teacher, to support pupils to achieve learning targets
- Assist with the planning of learning activities on a regular basis
- Contribute to the selection and preparation of appropriate teaching resources
- Monitoring pupil responses to learning activities and accurately recording achievements/progress as directed
- Provide detailed and regular feedback to teachers on pupil achievement, progress, issues etc.

- Promote good pupil behaviour, dealing promptly with conflict and minor incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents
- Assist with the display of pupils' work
- Provide clerical/administrative support, e.g. photocopying, filing etc.
- Assist pupils to change for PE and swimming as necessary
- Accompany pupils who may be ill or injured to the medical room

### **Support of the School**

- Be aware of, and complying with, school policies and procedures, e.g. safeguarding, health and safety, confidentiality and physical intervention
- Contribute, in whatever ways possible, to the overall ethos, aims and work of the school
- Contribute to the Co-Curricular Programme
- Appreciate and support the role of other professionals
- Be aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Attend all relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including break times
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and to take responsibility for a group, under the supervision of the teacher
- Undertake any other duties that the teacher may reasonably direct

### **KEY EXPECTATIONS**

#### **All staff are expected to:**

- Be aware of and committed to the ethos and values of QCPS
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook
- Be fully committed to safeguarding and promoting the welfare of children

**SIGNED BY POST-HOLDER**

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**SIGNED BY LINE MANAGER**

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**DATE TO BE REVIEWED**

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