



EATON HOUSE SCHOOLS

JOB DESCRIPTION

Nursery Teaching Assistant

DUTIES OF THE POST

Teaching Assistants will be required to:

1. Assist the Class Teacher with general classroom duties including helping the children to settle on arrival, taking children to the loo and encourage independence with washing hands etc. Prepare juice, fruit and/or biscuits for the children and clean up afterwards.
2. Assist the Class Teacher in ensuring that the classroom is well organised, tidy and functioning effectively. Prepare for and clear up after craft and topic sessions.
3. Assist the Class Teacher in the preparation of wall displays.
4. Ensure that the right level of discipline is maintained in the classroom and that the children follow the class rules.
5. Attend training days, staff meetings, parents' evenings and any other functions as required by the Head. Be available to parents for advice and discussion regarding their child, each day.
6. Play a full part in the life of the School, be flexible and aware of what is happening throughout the school. Undertake pastoral and supervisory duties in the School as required.
7. The Nursery Teaching Assistant is expected to be in school between the contracted hours each school day and for preparation days prior to the beginning and end of each term, as designated by the Head, to whom the Teaching Assistant is responsible (Deputy Head teacher in his/her absence).

The School has its own Salary scale, which is reviewed annually.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Head (if different).