**Junior School Teaching Assistant**

**Responsibilities encompass the following:**

**A. Teaching and Learning**

1. Supporting the teachers in creating and maintaining a purposeful, orderly and supportive environment for learning
2. To be part of the planning process (paying particular attention to the development of the specific support a TA is to give within any lesson)
3. Assisting in the educational and social development of pupils under the direction and guidance of the appropriate Class Teacher and Learning Enhancement Coordinator
4. Providing support for individuals or groups of girls inside and outside the classroom to enable them to fully participate in activities
5. Working with other professionals, such as speech therapists and occupational therapists, as necessary
6. Assisting class teachers with maintaining the records, monitoring progress and feeding back information to the teacher and/or pupil in order to inform future teaching
7. Helping to develop pupils’ social skills
8. Working with groups within the structure of the English and Mathematics lessons
9. Listening to individuals read and recording their reading as appropriate
10. Supporting the use of ICT in learning activities and developing competence in its use
11. Supervising pupils on visits, trips and out of school activities as required

**B. Administrative Duties**

**These are to be carried out under the overall direction of the Class Teacher or Learning Enhancement Coordinator**

1. To help prepare and present displays of the girls’ work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Assist class teachers who may have responsibility for designated areas of the school, e.g. library, displays etc.
4. Undertake other duties from time to time as the Head of the Junior School, Head of Infants and Early Years or the Deputy Head of the Junior School requires

**C. Pastoral Care**

1. **Promoting the inclusion and acceptance of all pupils within the classroom**
2. **Supporting pupils consistently whilst recognising and responding to their individual needs**
3. **Encouraging the pupils to interact and work cooperatively with others as well as ensuring that all pupils are engaged in activities**
4. **Promoting independence and employing strategies to recognise and reward achievements and self-reliance**
5. **Providing positive values, attitudes and good behaviour, dealing promptly with conflicts and incidents in line with established policy and encouraging children to take responsibility for their own behaviour**
6. **Supporting playground/break/lunches and lunch playtime supervision as requested**

**D. Standards and Quality Assurance**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend teaching assistant meetings and staff meetings (when appropriate)
4. Undertake professional duties that may be reasonably assigned by the Head of the Junior School, Head of Infants and Early Years, the Deputy Head of the Junior School or the appropriate Class Teacher or LEC
5. Be proactive in matters relating to health and safety
6. Take responsibility for their own professional development

**D. School development and the school’s wider aspirations:**

**To establish / take responsibility for particular roles that further the school’s provision and contributes to the school’s development and wider aspirations.**

The above list is not meant to be comprehensive or exhaustive but rather to give an understanding of the nature and breadth of the position.