

JOB DESCRIPTION 2017-18

NATURE OF POST	<u>Teaching Assistant</u>
LINE MANAGER	<u>Head of Junior School</u>
HOURS	8.30am – 5.30pm (3 days); 08.00 – 5.00 (2 days). Term time only

MAIN PURPOSE OF ROLE

In cooperation with the Pre-Prep Coordinator/ Head of Junior School and class teacher(s), plan and support the teaching and learning of pupils across the Pre-Prep and Junior School, but with a primary focus on the Pre-Prep Department. To contribute to a wide range of teaching and learning activities with groups and individuals in collaboration with the Pre-Prep teachers. To cover classes when staff are absent delivering work set by the class teacher. To supervise key playtimes and lunch. To take a full involvement in the life of the school.

JOB DESCRIPTION

1. To adopt a range of strategies to establish purposeful learning and to promote good behaviour
2. To work collaboratively with colleagues in supporting a safe and secure learning environment
3. To contribute effectively to teacher's planning and preparation of lessons
4. A knowledge of EYFS and national curricular targets would be beneficial
5. To support pupils' learning in groups or individually as directed by the class teacher(s) and to provide feedback on attainment
6. To assist teachers in whole class activities as required
7. To assist teaching staff, in liaison with the Pre-Prep Coordinator/ Head of Junior School, with general school tasks as required (e.g. listening to readers, mounting work for display, photocopying, ordering resources)
8. To register pupils' attendance as directed by the Pre-Prep Coordinator/ Head of Junior
9. To accompany school trips within these hours in agreement with the Pre-Prep Coordinator/ Head of Junior
10. To assist with the escorting of pupils (e.g. for swimming lessons, to the school buses)
11. To assist with supervision of pupils on arrival, 8:00am – 8:45am (2 days)
12. To supervise the playground at breaks and lunchtimes
13. To be part of the After School Club supervision team 4.00 - 5.30pm (3 days)
14. To attend two Saturday morning open events each year and one after school Open Evening event from 5.00 – 7.00pm

15. To assist at parents' meetings (4.00 – 6.00pm) four times a year
16. To attend the four days staff training days in the course of the year as required by Head of Junior School
17. To be first aid trained to the necessary level for safe supervision. The school will provide this training as necessary
18. Training in Read, Write Inc phonics would be beneficial but the school will provide this if necessary.

The Maynard School reserves the right to vary the detail of this job description from time to time, subject to consultation