

JOB DESCRIPTION - TEACHING ASSISTANT



Responsible to: The Headmistress
The Directors of Norfolk House School

Schedule 1 Your professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

Teaching Assistance

- 1 Assisting the teacher to plan and prepare lessons.
- 2 Assisting in the teaching of children assigned to you, according to their educational need.
- 3 Assisting in the marking of work to be carried out by the children as appropriate.
- 4 Assisting teachers to assess, record and report upon the development, progress and attainment of the children.

Other activities

- 5 Promoting the general progress and well-being of individual children and of any class or group of children assigned to you.
- 6 Providing guidance and advice to children on educational and social matters.
- 7 Making records on the personal and social needs of the children as needed.
- 8 Consulting with the parents of children as needed.
- 9 Communicating and co-operating with persons or bodies outside the School.
- 10 Participating in meetings arranged for any of the purposes described above.
- 11 Accompanying children on trips away from the School.

Assessment and reports

- 12 Assisting teachers to provide oral assessments, reports and references relating to individual children and groups of children.

Appraisal

- 13 Participating in any arrangements that may be made for appraisal.

Further training and development

- 14 Reviewing from time to time your methods of teaching and programme of work.
- 15 Participating in arrangements for your professional development.
- 16 Undertaking such training as may be reasonably required by the School to enable you to adapt to the

changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Educational methods

- 17 Co-operating with the Headmistress and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

Child protection, discipline, health and safety

- 18 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- 19 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Staff meetings/Training

- 20 Participating in meetings and training sessions, during term time, but also at the start of the school term, which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

Administration

- 21 Participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials.

Flexibility

- 22 You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.