

## **Teaching Assistant Key Responsibilities**

### **Main Role**

- To provide in class support in EYFS and Key Stage 1.
- To assist with Holiday Club
- To assist in After School Club catering for children from 3 - 11 years of age, when necessary.

### **Teaching Assistance**

- Assisting teachers to plan and prepare lessons.
- Assisting in the teaching of pupils assigned to you, according to their educational need.
- Assisting in the marking of work to be carried out by the pupils as and when needed.
- Assisting teachers to assess, record and report upon the development, progress and attainment of pupils.

### **Other Activities**

- Supervising pupils and groups of pupils as required, including in out-of-hours clubs.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils as necessary.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.

### **Assessment Reports**

- Assisting teachers to provide assessments, reports and references relating to individual pupils and groups of pupils.

## **Appraisal**

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

## **Further Training and Development**

- Participating in arrangements for your professional development.
- 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**

- Co-operating with the Headmistress and 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**

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- 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**

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

## **Examinations**

- Participating in arrangements for preparing pupils for and supervising them during examinations and assessments.

## **Administration**

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

## **Flexibility**

- Undertake any other reasonable duties as required by the school.



## Staff Benefits

- Canteen
- Childcare
- Company events
- Company pension
- Private Health Care
- An employee discount platform and EAP
- Free staff parking
- Sick pay

## Application process

Applications will only be accepted from candidates completing the Norfolk House School Application Form in full. CVs will not be accepted in substitution for completed application forms.

To apply, please submit your application to Susannah Palmer at [info@norfolkhouseschool.co.uk](mailto:info@norfolkhouseschool.co.uk)

**Closing date for applications is Friday 19<sup>th</sup> December**

If you would like to visit and have a tour of the school before you apply, please email [info@norfolkhouseschool](mailto:info@norfolkhouseschool) or call us on 0121 454 7021 to arrange.