

Job Purpose:

To assist the class teacher in:

- Teaching and learning
- The running of the class
- The teaching of the boys learning
- Caring for the boys
- Completion of boys' 'learning journeys'

Responsible to:

- The class teacher in the first instance and the Assistant Head (Early Years).

Responsibilities:

The teaching assistant must be familiar with the Foundation Stage curriculum and Early Learning Goals.

Main responsibilities include:

- To follow the programme of learning designed by the class teacher.
- To lead and support learning as required, in groups or individually.
- To help prepare for activities and lessons, and to assist in displaying the boys' work.
- To contribute to the planning of lessons and topics.
- To contribute to the monitoring and record keeping of the boys' progress.
- To liaise with parents at the beginning and end of the day, as necessary.
- To take a pastoral role in dealing with the boys.
- To help when boys are ill or distressed.
- To take duties in rota with other staff including at playtime, lunchtimes and after school.
- To encourage boys to follow the School's rules.
- To promote the School's best interests both in and out of working hours.
- To assist the teacher/teachers in the tidying up and preparation for the new school term or year and to be available for work for two days before the start of each term.