



# SHREWSBURY HOUSE SCHOOL TRUST

---

## JOB DESCRIPTION

### for the post of TEACHING ASSISTANT

(permanent, full-time, term time plus 3 days either side of term, 8am – 4.30pm)

**Job Title:** Teaching Assistant

**Reporting to:** The Head of Younger Years

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

#### **Primary Purpose:**

The primary role for the Teaching Assistant is to enhance the learning of the children and the candidate must therefore have relevant experience and qualifications (Level 3).

#### **Key Tasks and Responsibilities:**

- Working inside and outside the classroom with groups of pupils under the supervision of the teacher, including challenging the more able and supporting the less able.
- Supporting individual pupils when they may have difficulty understanding a particular piece of work.
- Observing individuals and groups of children, reporting back to teaching staff on progress and developmental needs.
- Carrying out specific work tasks allocated by the teacher, including making and preparing materials for lessons.
- Participating in record-keeping, filing and pupil assessments.
- Helping with displays within the classroom and around the school.
- Preparing and maintaining equipment and materials.
- Assisting pupils that are unwell and providing comfort and care for minor accidents.
- Setting up and maintaining the safety and cleanliness of the classroom areas both in and outdoor.
- Assisting in the supervision of children outside the classroom including the playgrounds and on visits outside the school premises.
- To undertake other relevant duties allocated at the discretion of the classroom.
- To help run a Co-School Club each week.
- To attend the weekly staff meetings, and professional learning sessions as required.

#### **Shrewsbury House School Trust**

- Support the aims and core values of the Trust and adhere to all policies and procedures.
- To attend regularly and contribute to all necessary assemblies, staff meetings, professional learning sessions etc. and to attend parents' evenings and school events when required.

- To develop and maintain professional, productive relationships with all staff members.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- To understand the Trust's health and safety policy and to work within its guidelines.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.
- Any other reasonable project or duty assigned by your Line Manager and/or the Executive Head/ Director Finance and Operation or other designated supervisor.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_