

CHEPSTOW HOUSE SCHOOL
JOB DESCRIPTION ASSISTANTS

Directly responsible to:
The Class and Head Teacher

SUMMARY OF THE POST

- Interact and support children (under direction of the teacher) in a positive way to foster their enthusiasm for learning
- To work with class teacher in preparing work, putting up displays and assisting as required within the classroom
- Supervising breaks and lunch time play
- To take responsibility for hearing the children read on a daily basis, updating their reading records and monitoring their progress
- To conduct lessons(if required) according to the agreed policy and syllabus
- To contribute fully to the extra curricular activities and life of the school

HOURS OF WORK

- Official working hours are 8.00am to 4.30pm unless there is a morning duty, staff meeting or after school function. You may also have one day a week where additional after school club hours will apply.
- Morning break is 20mins and lunch break 50mins, taken at an agreed time with the class teacher. Please sign out in the appropriate book, which is kept in the office if leaving the building during breaks.

MORNING DUTIES

- Setting up hall/playground between 8.00am and 8.30am.
- Ensuring that all children are safe in the hall/playground and never unsupervised and that they do not leave the hall/playground without prior permission.
- Ensuring that safety measures are met by closing the exterior doors and gates at the end of the session before sending or escorting children in a quiet and organised manner to class.
- Being constantly aware of the children and not being distracted by other activities which could lead to negligence.

CHILDRENS BREAK

- Responsibility for supervising playtime
- Organise and supervise providing milk for all children who wish to have it alongside the fruit and vegetables provided by the kitchen.

CHILDREN'S LUNCH/PLAYTIME

- Collect children from the dining hall in order to get them ready for the afternoon play.
- Ensure that children are dressed appropriately for the weather before going out.
- Supervise lunch time play

READING

- Hear each child read everyday when possible. Keep accurate records of the books read. Make sure the reading scheme is kept in good order and the reading files are up to date on each child.
- Keep a running record on the child's reading progress.
- Play reading and/or spelling games with individual children as directed by the teacher

OTHER DUTIES

- Sharpen class pencils everyday or when necessary.

- Help put up displays, making up paints and filling glue pots, also help setting up and clearing away art activities. No pots are to be left to soak in the sink or in a bucket by the sink.
- Wash up art equipment and leave the art area clean and tidy.
- Plan and teach some lessons supervised by class teacher.
- Help teacher with support groups.
- Take small groups in Maths and English lessons or in any other areas required.
- Assist with filing the children's work and sticking work into books.
- Run or assist at one after school club a week.
- Buddy cover clubs due to absence.
- Carry out other related duties and responsibilities at the school as may be reasonably allocated, as the need arises, by the class teacher or head teacher.
- Contribute to and participate in team planning, self-evaluation, in-service training and professional development in assigned areas of the curriculum and pastoral arrangements.
- Attend staff meetings.
- Run a club

END OF DAY

- Ensure the children leave the school properly dressed in their hats, blazers/coats, check the cloakroom area is left tidy.
- Ensure that reading folders go home with the children every day with a new book, if one is required, and any homework or letters.
- Name and keep any correspondence for children who are away.
- Find out the owner of anything unmarked.

EQUALITY POLICIES

- To ensure that attitude, subject matter and learning resources reflect Chepstow House's policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the duties listed in the above.

SAFE GUARDING and PREVENT DUTY POLICIES

- Have an enhanced DBS and prohibition order clearance
- Be aware of and follow the safeguarding, Prevent Duty, anti-bullying and behaviour and discipline policies of the school.
- Partake in training on safeguarding, prevent duty and personal welfare.

BRITISH VALUES

- Promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

REVIEW

- The task and duties above are required for all TAs; these may be reviewed at least once a year, usually in the Spring Term, between the Head and the Class teacher in conjunction with the annual review and the statement for the support child.

PAY SCALES

- According to the Chepstow House Teachers' Pay and conditions

STAFF DRESS CODE

- Male staff should always wear a tie.
- Female staff can wear smart tailored trousers or skirts. No denim or sports clothing can be worn, except on special occasions or if a sports lesson is being taught.