



# The Banda School

## JOB DESCRIPTION TEACHING ASSISTANT

The Banda School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. It is compulsory for all members of staff to familiarise themselves with the following, first, among all other relevant policies: Safeguarding/Child Protection; Staff Code of Conduct; Whistleblowing; Prevent Duty; Equal Opportunities.

Teaching Assistants are accountable to the Class Teacher, Head of Lower School, Deputy Head Pastoral and Headteacher.

This job description is not a comprehensive statement of procedures and tasks but sets out the main duties and responsibilities of the job and the expectations of the school in relation to the post holder's professional responsibilities and duties. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### **Duties and Responsibilities associated with the post include:**

- Assist the class teacher with daily classroom activities
- Work with individual pupils
- Help with the preparation, planning and resourcing of lessons.
- Lead and plan for small groups in for example phonics/spellings, reading, writing, Numeracy.
- Give regular feedback on the pupils to the class teacher.
- Ensure specific materials and supplies are ready for teacher, classroom use.
- Prepare instructional materials and displays as instructed.
- Maintain safety in the classroom.
- Perform necessary clerical duties for example photocopying, laminating and filing.
- Assist with operation of equipment for example computer, audio-visual, iPads.
- Carry out instructional exercises assigned by the class teacher to work with pupils of differing abilities.

- Monitor pupil behaviour and encourage positive behaviour management.
- Supervise the class in the absence of the class teacher.
- Be flexible when asked to cover in other year groups (Year 1 - Year 4)
- Help to supervise playtime both in and outside the classroom.
- Help to supervise changing for PE and Swimming.
- Accompany school trips when required.
- Listen to pupils read regularly and note down purposeful comments
- Assist with class assemblies and school plays
- Help in the classroom at break and lunchtimes
- Ensure classroom displays and the classroom is ready to receive pupils
- Accompany classes to specialist lessons
- Lead afternoon activities when required
- Create a safe and stimulating learning environment
- Work collaboratively with other TAs and CAs
- Take part in ongoing school training
- Be involved in any other duties as may be assigned from time to time and which are reasonably within your contract of employment
- Attend meetings



## The Banda School

### PERSON SPECIFICATION TEACHING ASSISTANT

#### The teacher needs to:

- Be a fully qualified and experienced teacher with a **valid TSC number**
- Be able to build good relationships with pupils, parents and families
- Be able to build good relationships with colleagues
- Be able to use initiative, show flexibility and be adaptable
- Be pro-active as a part of The Banda School staff team and possess the desire to be fully involved in all aspects of life in a leading preparatory school
- Be punctual and use preparation time appropriately
- Be a good communicator with adults and children
- Show good organisational skills
- Show a competent level of written English
- If possible, be able to use ICT in teaching. Familiarity with using interactive screens and iPads is an advantage
- Present a clean Police Clearance Certificate
- Safeguard and promote the welfare of the pupils

**The post holder will have the responsibility for promoting and safeguarding the welfare of the children and young persons for whom he / she is responsible, or with whom he / she comes into contact, and will be expected to adhere to and ensure compliance with the School's Child Protection Policy at all times.**