



Assistant Teacher

Job Description

Overall Purpose

To support the education of the whole child, including all learners, achieving high standards. To carry out your professional duties as specified in your Broadhurst School Contract. In accordance with these terms and conditions, you are responsible to the Headmistress

Reporting To

The Headmistress

Principle Responsibilities

Assistant Teachers are expected to:

- Attend to classroom duties by 8am until at least 4pm.
- Work such hours as deemed reasonable and necessary to discharge duties effectively, efficiently and conscientiously.
- Promote and understand the aims, values and policies of Broadhurst School.
- Support the ethos of the school, maintain discipline and uphold high standards of conduct and appearance.
- Be a positive role model for children, promoting good behaviour.
- Establish and maintain effective working relationships with pupils, parents, staff and members of the school community.
- Be willing to perform any duties as reasonably directed. This may take the form of preparing work/resources, administration tasks, classroom displays, clearing and tidying etc. This will also include working with both small groups and individuals on focused tasks.
- Establish supportive and trusting relationships with pupils in a warm caring and stimulating environment.
- Motivate children and build their self-esteem.
- Support children using equipment and materials in the classroom.
- Contribute to the classroom environment in providing stimulating and challenging play opportunities.

- Support children's play activities - listening and talking to children, engaging in child initiated games and role play, scaffolding sharing and cooperation.
- Assist children in accessing the learning in circle times and group activities.
- Work on a one-to-one basis with pupils of all abilities
- Support learning in all areas including literacy, phonics, numeracy, practical activities, craft projects and topic-based focus activities.
- Contribute to assessment and child observations, including compiling Learning Journeys and Profiles.
- Contribute to classroom planning and children's next steps in their learning.
- Be part of the duty rotas for the supervision of children including outside and lunch duties.
- In the case of emergency or staff absence, the assistant teacher may be required to provide cover for a teacher or other colleague, as directed by Senior Management.
- Attend staff meetings and Inset days.
- Establish and maintain a culture of collaboration and cooperative working between colleagues.
- Attend to children with minor injuries as necessary, assisting with first aid.
- Attend to the personal care needs of children.
- Comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality, and data protection, reporting any concerns to the appropriate person.
- Show personal and professional integrity and confidentiality
- In some cases, assistant teachers may be invited to lead teaching circles, following direction from the class teachers.

You have a responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible or with whom you come into contact with, in the School. It is your responsibility to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If at any time you identify an instance that a child or young person is at risk, you must report your concerns immediately to the Dedicated Safeguarding Lead.