

# Job Description: Teaching Assistant (TA3) – Prep School

<u>Grade</u>	TA 3
<u>Responsible to</u>	The Head of the Prep School and, through her, to The Principal.
<u>Aims of the Post</u>	<ol style="list-style-type: none"><li>1. To act as part of the school team and within the overall direction of the class teachers, to implement children's educational, personal care and therapy programmes. To assist in the whole planning cycle, and the management/preparation of resources.</li></ol>
<u>Key Tasks and Responsibilities</u>	<ol style="list-style-type: none"><li>1. To work with the teacher to establish an appropriate learning environment.</li><li>2. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li><li>3. To use specialist (curricular/learning) skills to support pupils.</li><li>4. To assist with implementation of Provision Maps.</li><li>5. To establish productive working relationships with pupils, acting as a role model and setting high expectations.</li><li>6. To promote the inclusion and acceptance of all pupils within the classroom.</li><li>7. To support pupils consistently, whilst recognising and responding to their individual needs.</li><li>8. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li><li>9. To promote independence and employ strategies to recognise and reward the achievement of self-reliance.</li><li>10. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.</li></ol>

11. To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
12. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
13. To determine the need for, prepare and maintain general and specialist equipment and resources.
14. To provide feedback to pupils in relation to progress and achievement, guided by the class teacher.
15. To be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of systems/records as requested.
16. To undertake marking of pupils' work and accurately record achievement/progress.
17. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
18. To liaise sensitively and effectively with parents/carers as agreed with the teacher.
19. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
20. To undertake and plan supervision of pupils out of school hours where necessary in after school extra-curricular clubs once a week.
21. To take responsibility for First Aid in line with school policy.
22. To supervise pupils on visits, trips and out of school activities as required.
23. To support playground/break time supervision, eg lunch times, educational games, or other clubs, etc (within employed hours).

	<p>24. To prepare work and activities in advance of the lesson (within employed hours) eg operating photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance.</p> <p>25. To attend and participate in regular meetings during school hours.</p> <p>26. To participate in training and other learning activities offered by the school to further knowledge.</p> <p>27. Undertake a regular stock-take of departmental supplies and equipment.</p> <p>28. Order and catalogue supplies and equipment for the school.</p> <p>29. Collate pupil reports as requested.</p> <p>30. Collect money from the pupils (eg for school photos etc) and pass to the bursar.</p> <p>31. Under the direction of the teacher, organise class/departmental trips and outings, including booking venues, coaches etc, liaising with parents and collecting money from pupils/parents.</p> <p>32. Answer the telephone and relay messages to staff and pupils.</p> <p>33. Prepare and maintain class registers on school management system.</p> <p>34. At the request of the teacher, locate and obtain curriculum resources eg from the Internet, ordering supplies (within working hours).</p>
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed: .....

Date: .....