

**Job Description: Teaching Assistant**

Reporting to: Head of Prep

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**Teaching Assistant Job Description**

Teaching Assistants provide support to the teachers in the day-to-day needs of pupils in their care. They need to maintain complete confidentiality on all school matters

* Provide children with the level of support specified by the teacher.
* Encourage children towards their independence and accepting responsibility for their own behaviour.
* Establish good relationships with pupils by using language and communication skills, which they can understand and relate to.
* Promote positive behaviour in line with our school policies.
* Help to supervise the children during lunch.
* Supervise children during playtimes, helping children to socialise, work out differences, play well together and administer first aid when required.
* If a child has an accident help the child change etc. as outlined in the intimate care policy and record action taken.
* Assist activities and group work under direction of the teacher.
* Work under the direction of the teacher, prepare and maintain an effective learning environment by preparing work materials/apparatus and helping to clearing up afterwards.
* Change reading books as required, hear the children read on a regular basis, extend their thinking and knowledge of their book by questioning them (ensuring the record sheets/ files are kept up to date).
* Set up the learning materials as directed by the teacher so that pupils are able to participate safely and effectively in planned activities.
* To liaise with the teacher you work alongside on a regular basis, take part in inset days, training days and any other meetings as required (to further your knowledge and understanding).
* To take part in school outings, such as swimming, school trips etc., as may be required.
* To abide by, and work towards, all the policies within the school e.g. Health and Safety, Child Protection etc.
* Adhere to the Shebbear College Staff Code of Conduct.
* To carry out other duties as may reasonably be required with the remit of the post.

***This list is not exhaustive and is subject to change. The Teaching Assistant will be expected to fulfil any reasonable request made by the Teacher and Head of Prep.***