

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Teaching Assistant – Temporary (15 <sup>th</sup> May 17 – 30 <sup>th</sup> June 17)
<b>REPORTS TO:</b>	Head of Preparatory School
<b>HOURS OF WORK:</b>	<b>Monday, Wednesday, Thursday &amp; Friday - 11.30am – 3.30pm</b> <b>Tuesday – 11.30am – 5.30pm.</b>
<b>SALARY:</b>	As per school salary scale

Teaching Assistants at Aldenham Preparatory School must be enthusiastic team players, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. The Teaching Assistant is initially responsible to the Class Teacher.

### **Have knowledge and understanding of:**

- How to communicate effectively with both pupils and adults
- NVQ Level 3 (or be working towards) or equivalent knowledge, experience or skills
- Children's needs, particularly those with learning difficulties

### **Curriculum Support**

- a) Support pupils' learning as directed fostering independence and self-esteem.
- b) Contribute to curriculum planning and evaluation, assist in the introduction to the lesson and interact with the teacher and pupils as required.

### **Learning and Pupil Support**

- a) Provide pupils with the level and type of support specified by the Teacher.
- b) Support individuals or groups of pupils during independent and/or group work, which includes challenging the more able and supporting the less able.
- c) Assist in the personal, social and emotional development of pupils.
- d) Accompany pupils as directed and supervised by the responsible Teacher on and off the school site.
- e) Encourage and reinforce positive interactions between pupils.
- f) Provide comfort and care for minor accidents and report serious problems or danger to a teacher
- g) Identify and report uncharacteristic behaviour patterns.

### **Teacher Support:**

- a) Assist in the day to day management of the learning environment.
- b) Participate in record-keeping and pupil assessments.
- c) Provide feedback to the teacher about the learning activities and the pupil responses.
- d) Assist in the positive management of pupil behaviour.
- e) Attend appropriate IEP and annual statement review meetings.

- f) Undertake appropriate administrative tasks.

### **School Support:**

- a) Select and make good use of learning resources, textbooks and other equipment which enables teaching objectives to be met.

### **Relations with parents and wider community:**

- a) Liaise effectively with pupils' parents; where appropriate, sharing and providing relevant information; e.g. regarding day to day pupil organisational matters.
- b) Maintain confidentiality according to the school's and legal requirements at all times.

### **Managing own performance and development:**

- a) Understand the need to take responsibility for professional development and to keep up to date with research and developments in teaching and learning.
- b) Understand professional responsibilities in relation to school policies and practices.
- c) Set a good example to the pupils through presentation and personal conduct.
- d) Participate in the school's performance management programme.
- e) Be aware of the principles of equal opportunities and health and safety requirements.

### **Wider Professional Effectiveness**

- a) Be responsible for a specified area(s).
- b) Understand the roles and responsibilities of others within the school.
- c) Make an active contribution to the life and aspirations of the school.

### **Other Responsibilities:**

All staff should be willing to assist other staff in preparation and supervision of activities, to include playtime and lunchtime supervision of pupils. Teaching Assistants are required to attend.

- 3 staff meetings a year (1 a year) when appropriate
- TA meetings – during school time
- Weekly Briefings
- 4 INSET days (1 Appraisal)
- 2 Parents Evening
- 2 Open Days
- ASPA Summer Fair
- Set up for new term
- Curriculum Evening
- Christmas Carol service (Senior/Prep)
- Vis Day
- Parents meetings for residential trips
- Active part in sports day
- Arrive in good time to set up for the day

Teaching Assistants will also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The Teaching Assistant is also required to carry out other reasonable duties as are from, time to time, necessary.