



JOB DESCRIPTION

Role: **TEACHING ASSISTANT**

Hours: 8.00am – 3.50pm (i.e. 15 minutes before and after school day) for 3 days
8.00 am – 5pm for 2 days

Term Time plus INSET days, 7+ assessment days and up to 3 additional days per annum.
(NB No holidays to be taken during term time)

Report to: Assistant Head (Pastoral and Well Being)

Role: To work with teachers in a pedagogical role to scaffold children's learning in the classroom. To support the teacher with routine tasks, classroom organisation and behaviour management. To uphold the ethos of the school, helping create a nurturing and supportive environment for all pupils.

Key Responsibilities:

Pedagogical Role of Teaching Assistant

- To add value to the class teaching by scaffolding pupils' learning
- To work with the class teacher to identify and support individual learning needs
- To assist the teacher with activities in the classroom
- To plan, lead and facilitate small group teaching and participate in planning with the teacher as required
- To promote inclusion of, and the highest aspirations for, all pupils in the school
- To observe, record and feedback information on pupil performance
- To maintain discipline in accordance with school policies
- To assist pupils' social development, progress and achievement outside of the classroom
- To run an extra- curricular activity for pupils, within school hours, as part of the school clubs programme.
- To supervise girls before and after extra- curricular school clubs on the days contracted until 5pm

Administrative role of Teaching Assistant:

- To help with classroom organisation and ensure lessons run smoothly by supporting the management of pupil behaviour
- To support the classroom teacher by preparing and organising materials for lessons

- To support teachers, and other colleagues to help create an effective and purposeful learning environment, creating materials to be used in class and displays where appropriate
- To maintain pupil and family confidentiality
- Support pupils with physical, sensory or emotional needs

Other Support

- To go on residential trips if required
- To undertake playground duties and serve hot lunches to a table of pupils
- To attend regular meetings and training, as required
- To ensure that classroom stock is maintained and kept tidy and that resources are readily available
- To carry out general administrative tasks such as photocopying, laminating, filing, marking
- To communicate and liaise with staff, students, parents and governors
- To work as part of a team with the teachers and assistants and the rest of the school staff
- To comply with policies and procedures in relation to safeguarding and children's welfare, health and safety, security, confidentiality and data protection, reporting all concerns
- To cover additional duties for absent colleagues
- To undertake training and development relevant to the post and in line with the school's priorities
- To complete a first aid course and keep up to date
- To carry out any additional tasks given by the Head/Line Manager commensurate with this role.

Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school as well as taking up references before interview.