



<b>JOB TITLE</b>	Teaching Assistant
<b>JOB NUMBER</b>	
<b>REPORTS TO</b>	Head of Additional Learning
<b>LINE MANAGES</b>	N/A
<b>JOB SUMMARY:</b>	
To support Teaching and Learning in Middle School, through a combination of in-class support and resource preparation.	
<b>KEY TASKS AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Supporting individual children’s learning by: <ul style="list-style-type: none"> <li>○ Clarifying and explaining instructions</li> <li>○ Ensuring the child can use equipment provided</li> <li>○ Helping the child to concentrate on and finish work set</li> <li>○ Developing appropriate resources to support the children</li> </ul> </li> <li>• Being responsive and proactive with regard to the education and pastoral care of children.</li> <li>• Working alongside the Class Teacher to assist with the general classroom display and organisation.</li> <li>• Administrative tasks: filing, photocopying, assisting with stock.</li> <li>• To provide playground supervision</li> <li>• To organise or support children’s extra-curricular activities.</li> <li>• To attend training sessions and INSET days as part of professional development.</li> <li>• To organise learning / playing activities for groups of children and work with them on those activities.</li> <li>• To provide lesson cover for absent teachers</li> <li>• To support equal opportunities for all children and staff.</li> <li>• To have regard to the health and safety of all children and staff.</li> <li>• To be responsive and proactive with regard to the education and pastoral care of children.</li> <li>• To support all school policies.</li> <li>• Carrying out other reasonable duties as specified by the Head of Department and Class Teacher.</li> <li>• Set a good example in terms of dress code, punctuality and attendance.</li> </ul>	
<b>SAFEGUARDING:</b>	
<ul style="list-style-type: none"> <li>• The postholder will be required to submit a Disclosure and Barring Check (DBS).</li> <li>• The postholder is responsible for promoting and safeguarding the welfare of all children and young person’s they are responsible for, or come into contact with.</li> </ul>	



### **ST AUBYN'S POLICY AND PROCEDURE**

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

**Reviewed Sept14 CB/PL**