



DAIR HOUSE SCHOOL

Independent School for Boys and Girls Aged 3-11

Headmaster T.C.Wintle B. Ed (Hons)

Job title - Teaching Assistant

Responsible to:

Headmaster
Deputy Head

Principles

In fulfilment of all responsibilities and duties, a Teaching Assistant should show a commitment to all the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

Key Tasks

- Provide support to children with mathematics, reading, writing and any other activity on an individual, class or small group basis;
- Be aware of the differentiation within activities;
- Contribute to the progress of children within and between activities;
- Assist in the preparation of teaching materials as directed;
- Assist in ensuring lessons are happy and stimulating for all the children;
- Assist in activities that are matched to children's individual needs and abilities;
- Assist and contribute to the learning experiences of children;
- Implement teaching programmes as directed;
- Understand and actively support the school's policy on child protection, pastoral care, behaviour and discipline including the use of appropriate praise and sanctions for pupil work and behaviour;
- Assist in the arrangements made for monitoring and assessing individual children's performance through evaluation including formative and summative methods;
- Contribute to oral and written reports to those with parental responsibility and other agencies;
- Assist in the provision of after school care;
- Assist with various duties as requested by the Deputy Head.

Key skills for Classroom Assistants

- enthusiasm;
- imagination;
- energy;
- adaptability;
- patience;
- responsibility;
- high personal and professional standards;
- total integrity;
- sense of humour.

Attendance at meetings

Teaching Assistants should attend meetings as directed by the Headmaster relating to the curriculum, administration, organisation and in-service education and training (INSET).

Personal and professional development

Dair House believes in supporting all staff with their professional development.

Teaching Assistants should:

- Reflect on their own practice;
- Participate in continuing professional development (CPD), in-service education and training (INSET) and Teaching Assistant appraisal.

Conclusion

This document does not provide a comprehensive definition of the post of Teaching Assistant. The above is not an exhaustive list of duties and is in addition to those set out in the Staff Handbook and Contract of Employment.

The schedule is subject to modification or amendment at any time by the Headmaster if the needs of the school so require.

This document will form the initial focus for the school appraisal procedure and be integral in any subsequent reviewing.

Other tasks may be considered necessary by the Headmaster in view of the changing needs/policies of the school.

Some tasks may be modified, delegated or deleted in the light of further appointments to the school or changing circumstances according to the School Development Plan.