



JOB DESCRIPTION

TEACHING ASSISTANT IN THE PREP SCHOOL

Roles & Responsibilities

- assist the Teacher with the daily running of the classroom and providing a happy learning environment, including:
- have a concern and responsibility for the safety of children at all times
- support pupils in class, as directed by the Teacher
- help to prepare any resources for classes as required
- work with children individually, in groups or as a whole class, as directed by the Teacher
- mark children's work within school time, as requested by the Teacher
- photocopy and display children's work
- help to keep the classroom tidy and appropriate for learning
- attend planning and CPD meetings, as timetabled
- support the Teacher with the organisation of trips and visits for extra-curricular activities, taking on responsibility for this, as requested by the Teacher
- carry out such duties as the Head of the Prep school and Headmaster may reasonably request
- carry out such administrative duties as the Head of Admin and Headmaster may reasonably request
- provide ad hoc, temporary cover for the Classroom Teacher, including taking on a teaching role if the Teacher who normally teaches during your timetabled lessons is absent, e.g. for trips offsite or in the event of short-term sickness absence/appointments, etc.