



## **TEACHING ASSISTANT in the PRE-PREPARATORY DEPARTMENT**

**Responsible to:** The Head of Pre-Prep

### **Role & Responsibilities**

To assist the Teacher with the daily running of the classroom and providing a happy learning environment. The more prominent responsibilities of the role will include, but not be limited to, the following:

- 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, as requested by the Teacher
- help to keep the classroom tidy and appropriate for learning
- attend departmental 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 Pre-Prep department and Headmaster may reasonably request
- carry out such administrative duties as the the Pre-Prep department may reasonably request
- provide ad hoc, temporary cover for the 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.

### **General**

In addition to the above specific duties, the post-holder will be ready to take on such additional responsibilities as necessary for the smooth and effective running of the department. This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the school evolve. It may be subject to modification at any time after consultation with the post holder.

All staff have a responsibility to safeguard and promote the welfare of children. The post-holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.