



Avon House School - Job Description Tea Timers Assistant

Responsible to: The Head Teacher and the HR Lead

Individual Responsibilities: Tea Timers

Professional Conduct

You must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in your own attendance and punctuality.

You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

At Avon House we expect each other to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position of having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions of showing tolerance of and respect for the rights of others, of not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, of ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. Adults working with children need to model rights respecting behaviour and use rights respecting language that enables positive benefits to all pupils.

Safeguarding Responsibilities

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere.
- To support in the provision of high quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.



Professional Responsibilities

- To ensure children play safely together.
 - To foster fair play at all times.
 - To engage in setting up and supervising games and activities.
 - To ensure accident and incident books are maintained appropriately and major injuries reported on to the school welfare officer.
 - To be familiar with playground resources and use them to motivate pupils within their play.
 - To attend EYFS weekly walks.
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- To set up and check the environment for Tea Timer children, ensuring the equipment is safe, standards of hygiene are high and safety procedures are implemented.
 - To register and supervise children attending Tea Timers.
 - To promote activities that give the children opportunities to play in a calm atmosphere.
 - To assist in the administration of tea being served.

General Responsibilities

- To comply with school supervision rotas as appropriate.
- To set a good example in terms of personal presentation, speech, attendance and punctuality.
- To undertake such training as may be reasonably required by the school.
- To participate in the school's appraisal process as deemed appropriate for professional development.
- To fulfil professional responsibilities by making a positive contribution to the wider life and ethos of the school.