



Avon House School - Job Description Teaching Assistant

Name:

Responsible to: The Head Teacher, Head of Department.

Individual Responsibilities:

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 all photocopying and resources are collated prior to the start of lesson 1.
- To set high expectations which inspire, motivate and challenge pupils.
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- To manage pupil behaviour effectively to ensure a good and safe learning environment.
- To be familiar with a range of resources suitable for individual or group settings, and use them to motivate pupils within their learning.
- To ensure the classroom is a safe environment for children, that equipment is safe, standards of hygiene are high and safety procedures are implemented.
- To use the classroom to create an effective and stimulating environment for the children.
- To ensure records are properly maintained including the accident and incident book and the medication book.
- To support the class teacher with the general duties of the classroom and to be able to take on responsibilities should the class teacher have to leave the room.
- To reinforce lessons as presented by the class teacher with either a single pupil or a small group.
- To assist the class teacher in monitoring each child's progress within the guidelines of the curriculum.
- To liaise closely with the class teacher discussing information about children's progress, assisting with record keeping so that children's attainment and progress is effective. (this may vary from class to class)
- To assist with the smooth running of lunchtimes and completing a daily lunch duty in the playground or in the School Hall.
- *To ensure reading books and class books are ready for set lessons. Marking should be done with the child or at the end of each day.
- *To complete all filing before leaving at the end of each day.

General Responsibilities

- To attend weekly staff briefings and department meetings when requested.
- To attend and contribute to staff meetings, Open Days and other such School functions as required in line with school protocols.
- To comply with school supervision rotas as appropriate.
- To have lunch with your class on a daily basis.
- To set a good example in terms of speech, attendance and punctuality.
- To never be underdressed by a pupil (please check staff dress code).
- 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.
- To contribute to the provision of activities to support the co-curricular programme of the school.
- To accompany pupils on trips away from the school. This includes educational day and residential visits.

Signed:

Date:

*where applicable