



Russell House

April 2024

Job Description for Part Time Teaching Assistant in Early Years (mornings)

Hours of Work

- Mornings 8.30am - 1.30pm

Term time only

Teaching & Learning

- Communicate with the lead teacher in advance of lesson, and be familiar with plans
- Be aware of your role in each lesson; preparing resources as directed by the lead teacher in advance of the lesson
- Help the teacher display children's work and to provide a welcoming, stimulating and organised classroom environment
- Attend assemblies, register pupils, supervise children, undertake playtime and lunch duties and provide cover for absent staff as requested
- Assist teacher in observation of pupils, assessment, recording and reporting
- Help maintain records and reports on social and emotional needs of children
- Work with the teacher in communicating with parents in order to ensure the well-being of the children as well as maintain and strengthen links between home and School
- Attend meetings arranged as required
- Liaise with Curriculum Support department, as required
- Help maintain key children's profiles and other records of children's achievements
- Help maintain notes on PASS (where applicable) via the Senior Management Team or School Administrator.
- Adhere to the School policies, handbooks and routines.

Pastoral Care

- Communicate with the lead teacher, the Head and/or SMT to inform them of any significant occurrences, incidents or concerns that might affect the teaching, learning or well-being of the children
- Record incidents on pupil Records of Conduct and Meetings and share with relevant colleagues as per School policy
- Maintain good order and discipline of pupils at all times, being mindful of their health

and safety

- Ensure pupils respect school property
- Notify the line manager of pupils having difficulties of any kind
- To change children when soiled to ensure that they are comfortable
- Report accidents to the School Administrator, who maintains the Accident Book.

Professional Standards

- Take part in arrangements for the appraisal of classroom performance
- Periodically review own methods of supporting teachers
- Take part in arrangements for further training and professional development as a teaching assistant
- Maintain high personal standards of appearance, punctuality and behaviour
- Undertake reasonable tasks as required by the lead teacher, the Head of Early Years or the Head or any other members of the Senior Management Team in a positive and enthusiastic manner
- Attend daytime, weekly Early Years Staff meetings as requested by Head, Deputy or Head of Early Years
- If unable to attend, then ensure that Minutes are read
- Support and maintain confidentiality, privacy and loyalty to school at all times, both during and outside school hours
- Help to uphold and develop school ethos, aims, values and standards
- Be familiar with and follow the School's Aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Dress appropriately and be professional at all times.

EVENTS

- Support school functions appropriately or as requested
- Attend school functions and Parent Consultation evenings as requested.

Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.