



# Teaching Assistant

<b>Job Title</b>	Teaching Assistant
<b>Form of employment</b>	Full time, permanent (subject to 6-month probationary period)
<b>Hours of work</b>	8.15am – 4.15pm (extra hours will be necessary for clubs, meetings and events)
<b>Location of work</b>	Based at 40 Tabard Street but the post holder will need to be prepared to travel to fulfil the requirements of the post
<b>Responsible to</b>	Teacher, Head Teacher
<b>Liaison with</b>	Teachers (in specific year group), Teaching Assistants, School Office, Head Teacher, parents and pupils.
<b>Key responsibilities</b>	Small group teaching, interventions, preparation, supervision
<b>Salary</b>	Salary dependent on experience

## ROLES AND RESPONSIBILITIES

### Classroom Assistance

Working closely with the classroom Teacher, the Teaching Assistant will help in all aspects of classroom life. In particular, the Teaching Assistant will assist the children's learning in all areas of the curriculum. Another key responsibility will be to maintain and manage the physical resources in the learning areas, helping to ensure the classroom is an invigorating environment for effective learning.

### Pupil Supervision and Development

The Teaching Assistant will play an important role in ensuring that pupils are well supervised at lunchtimes, playtimes and during after school activities to maintain a high standard of care. There will be timetabled duties but the Teaching Assistant should also be responsible for handing over duty of care at transition times which requires punctuality and taking initiative. The Teaching Assistant should be concerned with consistent behaviour management and the pastoral care of pupils throughout the school day. They will play a pivotal role in the social, emotional and spiritual development of each child and should have a high concern for each child's health, safety and wellbeing within their class and should strive to implement the Aim and Core Values within everyday school life.

### Staff Development

There should be an ongoing personal commitment to continuous professional development, especially in the area of safeguarding.

### General

The Teaching Assistant should seek to develop strong, positive relationships within the school and will be expected to sometimes attend events out of normal school hours. They will be expected to attend weekly training sessions, as well as using their preparation time effectively. They will be expected to have a thorough working knowledge of school policies and be a champion of safeguarding, wellbeing and pupil development in the school. Additional responsibilities will include sometimes helping to cover classes when staff are absent. The Teaching Assistants will be consulted as appropriate in reviews of policies, risk assessments, school action and development plans.

As job descriptions cannot be exhaustive, the post holder may be required to undertake other duties in order to ensure the effective running of London Christian School. Where possible, duties will be reviewed during the recruitment process to account for the abilities and gifting of applicants.