



## Lower School Teaching Assistant

### Role

- To work collaboratively with the Teacher and other staff
- To assist in the organisation of academic and pastoral care

### Objectives

- To help and enhance the running of the class
- To help to enable better learning
- To ensure the boys have excellent daily care

### Principal Areas of Responsibility

- To know and assist the curriculum being delivered
- To assist in the pastoral care of the boys
- To follow statutory regulations, Health and Safety and school policy
- To keep up to date with Professional Development and First Aid

### Key Tasks

- To assist with planning and know the work for the week
- To assist the teacher with daily reading and other subjects
- To work with small groups
- To work with whole class in some activities, with teacher present
- To assist in the organisation, setting up and clearing away of activities
- To be involved with observation and assessment
  
- To know the boys well and be aware of health or dietary issues
- To enforce good behaviour, discipline through the Golden Rules
- Take or share Circle Time or PHSE
- To take care of boys during lunch times as required
- To do break duties and cover for sickness
- To help with Late Room or clubs when necessary
- To be responsible for helping children who are unwell, including toileting accidents
  
- To know and act on school policies
- To ensure the safety of the boys both inside and outside
- To attend staff meetings and assessments when necessary
  
- To attend appropriate courses
- To attend school events, training and inset as required by the Headmaster

### Priorities

- Work closely with the teacher and Head of Learning Support as required
- Think on your feet; be adaptable; flexible;
- Support the children individually and in groups
- Be organised, empathetic, caring and fun!
- Identify the children who need additional support