



Highclare School

Job Description: Teaching Assistant (Preparatory School)

1. To carry out the duties required to deliver the curriculum under the direction of the class teacher.
2. To be familiar with the health and safety policy and be responsible for the safety and welfare of the children.
3. To uphold the highest standards of safeguarding by:
 - a. Complying with safeguarding policies, procedures and code of conduct
 - b. Demonstrating a personal commitment to safeguarding all members of the school community
 - c. Ensuring that any safeguarding concerns or incidents are reported appropriately and in line with school policy
 - d. Engaging in safeguarding training when required
4. To support pupils in relation to their individual needs e.g. behavioural strategies.
5. To carry out share of supervision duties in accordance with published rotas.
6. To attend staff meetings in proportion to your working week, at the discretion of your line manager.
7. To attend parents evenings, in proportion to your working week, at the discretion of your line Manager / Head teacher.
8. Open events to be attended by all staff
9. To attend in proportion to your working week departmental meetings in order to contribute to the planning and implementation of the curriculum at the discretion of your line manager.
10. To attend courses and training events as necessary as part of your professional development
11. To read Staff Handbook and follow general directions and school policies
12. To take part in the professional review procedure
13. Deputise for teachers as required
14. Act as a cover supervisor during teacher absence
15. The role may require occasional evenings and work at weekends.

In addition to the above job description we recognise that, in order to accommodate change and flexibility in each year group and to meet the needs of the school, additional responsibilities may be part of the role.