**JOB DESCRIPTION – September 2021**

**NATURE OF POST** Teaching Assistant

**LINE MANAGER** Head of Junior School

**HOURS** 8.30am – 5.30pm (2 days); 08.00 – 4.30 (1 day); 08.00 – 4.00 (2 Days) Term time only 37.5 hours/ week

**MAIN PURPOSE OF ROLE**

In cooperation with the Head of Pre-Preparatory School/ Head of Junior School and class teacher(s), plan and support the teaching and learning of pupils across the Pre-Prep and Junior School, but with a primary focus on the Pre-Prep Department. To contribute to a wide range of teaching and learning activities with groups and individuals in collaboration with the class teachers. To cover classes when staff are absent, delivering work set by the class teacher. To supervise assessments of pupils as part of the process of recruitment of pupils. To supervise key playtimes and lunch. To be part of the after-school care team from 3.30 – 5.30pm. To assist with the supervision of the extra-curricular activities programme. To take a full involvement in the life of the school.

**JOB DESCRITPION**

* To adopt a range of strategies to establish purposeful learning and to promote good behavior
* To work collaboratively with colleagues in supporting a safe and secure learning environment
* To contribute effectively to teacher’s planning and preparation of lessons
* A knowledge of EYFS and national curricular targets would be beneficial
* To support pupils’ learning in groups or individually as directed by the class teacher(s) and to provide feedback on attainment
* To assist teachers in whole class/ group activities as required
* To assist teaching staff, in liaison with the Head of Pre-Preparatory School / Head of Junior School, with general school tasks as required (e.g. listening to readers, mounting work for display, photocopying, ordering resources)
* To register pupils’ attendance as directed by the Head of Pre-Preparatory School / Head of Junior
* To accompany school trips within these hours in agreement with the Head of Pre-Preparatory School/ Head of Junior
* To assist with the escorting of pupils (e.g. for swimming lessons, to the school buses)
* To assist with supervision of pupils on arrival
* To supervise the playground at breaks and lunchtimes
* To be part of the After-School Club supervision team 3.30 - 5.30pm (2 days)
* To attend two Saturday morning open events (Discovery Mornings) each year and one after school Open Evening event from 5.00 – 7.00pm
* To assist at parents’ meetings (4.00 – 6.00pm) four times a year
* To supervise assessments of pupils as part of the process of recruitment of pupils.
* To attend the four staff training days in the course of the year as required by Head of Junior School
* To be first aid trained to the necessary level for safe supervision. The school will provide this training as necessary
* Training in Read, Write Inc phonics would be beneficial but the school will provide this if necessary.

*The above list is not exhaustive and The Maynard School reserves the right to vary the detail of this job description if necessary.*

*The Maynard is committed to the safeguarding of children and child protection.*