**JOB DESCRIPTION**

**JUNIOR SCHOOL TEACHING ASSISTANT**

**Name:**

**Responsible to: Head of Junior School**

**Role: Pre Prep/Junior School Teaching Assistant**

**Hours:** **08.30 – 17.30 three days; 08.00 – 16.00 two days**

**Date of issue:**

**Summary:**

This role has many different strands to it, providing support and assistance around the Junior School. The Junior School Teaching Assistant will support individuals with their learning, as well as helping with readers or practical groups in class. The Teaching Assistant will accompany classes on trips and visits, help with the ordering of resources for the school, maintain displays, help to prepare the school for any events and be prepared to help with the general supervision needs of the school. The Junior School Teaching Assistant will also be trained to help deliver assessments with prospective pupils.

The role requires the daily supervision of breaks in the Junior School playground as well as supervising the dining hall at lunch times, providing the consistent supportive face for the children. First aid provision is a part of this role and training will be arranged. The ability to drive the minibus is very helpful, but not essential, and training would be provided for this.

The Junior School Teaching Assistant will also oversee after school club until 17.30 on up to three days a week, where children gather to be collected to go home.

It is a varied and interesting role that requires a creative individual who is patient, cheerful and caring around children and is able to be part of a strong, dedicated team. There are good opportunities for professional development.

**Key Tasks:**

* Working in class supporting learners
* Classroom support for teachers
* Playground supervision
* Lunchtime supervision
* Assisting with assessments of prospective pupils
* Cover support for absent staff
* Resource and stationery management
* Presentation of the Junior School communal display areas
* Prepare displays for school open events and Discovery Mornings First Aid
* Resource production – duplication and displays
* Supervision of after school care group Owls (R-Y2) or Y3 – 6 (Late Room) from 16.00 – 17.30 on up to three days a week
* Accompanying school trips and visits as part of the supervising staff team
* Driving the minibus would be helpful although not essential. Minibus training and a minibus test will be arranged by the school if the candidate is interested

**Detailed schedule:**

* To assist in the classroom according to the requirements of the class teachers, and including tasks such as supporting individual learners, listening to reading, helping with groups, and helping with practical subjects (e.g. Art/ ICT)
* To accompany and assist with supervision of pupils with particular needs, for example, being a supporting member of staff at PE, chaperoning individuals on school trips, providing individual learning support as directed by the class teacher/ HoJ/HoPP
* To manage the after-school care supervision (Late Room) daily from 16.00 – 17.30 on up to three days a week
* To attend First Aid training and administer First Aid in the case of minor injuries
* To assist with the assessing of prospective pupils supervising standardised testing. Training will be provided
* To supervise lunch and play during the period 10.15 – 10.35 and 12.10pm – 1.40pm
* To supervise classes when staff are absent on request from Head of Junior School (HoJ)
* To assist with organising the tidy presentation of the school for open events, including communal display boards
* To produce display boards for Discovery Morning events
* To prepare and copy teaching resources on request
* Taking part in the residential visit programme in the summer term on liaison with the HoJ would be very welcome
* To accompany school trips and visits and to drive as required. Minibus training and a test will be provided by the school
* To liaise with Estates over repairs and maintenance of Junior School and resources
* To order and manage the stationery needs of the school
* To order and maintain resources for in-house events – Discovery Mornings, summer fair, nativity, Summer shows, etc
* To manage the shared storage areas throughout the Junior School

* To assist at school events such as Pre-Prep Mother’s Day tea, sports day, Christingle, etc
* To produce and maintain photos and work samples for marketing events as requested by HoJ
* Assist with hearing the children read
* To provide classroom support as directed by HoJ.
* Supervise the playground at breaks including the handing out and collecting of play equipment. To take responsibility of the ordering of new play equipment in cooperation with the HoJ
* To assist with returning lost property to pupils in the Junior School
* Cover registration and reading at request of HoJ/ HoPP
* To assist with escorting pupils to swimming
* To be responsible for the organisation and maintenance of the Resources Room in the Junior School and the ordering and stock-taking of stationery resources in collaboration with the HoJ

The Maynard School reserves the right to vary the detail of this Job Description from time to time, subject to consultation.