



**Russell House**

## **JOB DESCRIPTION FOR TEACHING ASSISTANT**

From September 2025

**Reports to: The Head**

**Hours: Mon- Fri**

**7.45am to 4.15pm**

### **TEACHING AND LEARNING**

- Communicate with the teacher in advance of lessons, and be familiar with plans
- Be aware of your role in each lesson; preparing resources as directed by the teacher in advance
- Assist the teacher in the observation of pupils, with assessment, with recording and reporting
- Assist in the administration of the Kent Test (11+) and ISEB examinations for secondary schools
- Deliver high quality lessons where the lead teacher is absent using their plans
- Help maintain records and reports on social and emotional needs of children
- Work with the teacher in communicating with parents
- Attend meetings arranged for any of the above purposes as required
- Aim for excellence and encourage pupils to do likewise
- Adhere to School academic policies, handbooks and routines
- Assist in the teaching of class or subject, being aware of Whole School context
- Liaise with Curriculum Support department, assisting in differentiated teaching as required
- Assist in the completion of reports according to School format and guidelines
- Help maintain systematic record of progress and achievement.

### **PASTORAL CARE**

- Welcome the pupils each morning to the Old Hall and supervise Main School children until Choristers or classes open
- Communicate with the teacher and /or the Head and Deputy Head and inform them of any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any children

- Record incidents when required, to the Head and Deputy Head on the pupil Records of Conduct and Meetings in accordance with School policy
- Maintain good order of pupils and safeguard their health and safety
- Report accidents to the School Administrator who maintains the accident book
- Ensure pupils respect each other and School property
- Work with pupils in self-care, self-activation and dispute resolution in accordance with behaviour management policies.

## **PROFESSIONAL STANDARDS**

- Have high expectations of work and behaviour and use encouragement and, if necessary, agreed Russell House sanctions to achieve these
- Support and maintain loyalty to School at all times both during and outside School hours
- Attend weekly Staff Briefing, Monday CPD meetings and any other staff meetings as requested, and Inset days, the day before the start of each term and two days in September
- Take part in arrangements for further training and professional development as a teaching assistant, including formal appraisal
- Appraise yourself of School routines and expectations through the staff handbook, policy documents and contract of employment
- Undertake any reasonable tasks as required by the teacher, Head and/or Senior Management Team
- Undertake all reasonable duties which may include, lunch hall supervision and playground duty, deputising for absence where required
- When the opportunity arises, help develop School ethos, aims, values and standards
- Be familiar with and follow the school mission statement, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Understand the need for the School's unwritten 'give and take policy' in terms of commitment
- Embrace new practices
- Be professional at all times and dress in such a way as reflects the school ethos and satisfies the Code of Conduct for staff.

## **EVENTS**

- Attend all school functions appropriately or as requested which may include evenings and weekends.

**Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**