Russell House

# JOB DESCRIPTION FOR
# TEACHING ASSISTANT WITH GAMES

**January 2027**

## TEACHING AND LEARNING

- Communicate with the lead teacher in advance of lessons and be familiar with plans
- Be aware of your role in each lesson; preparing resources as directed by the lead teacher in advance of the lesson
- Assist the teacher in observation of pupils, assessment, recording and reporting
- Help maintain records and reports on social and emotional needs of children
- Work with the teacher in communicating with parents in order to ensure the well-being of the children as well as maintain and strengthen links between home and School
- Attend meetings arranged as required
- Aim for excellence in all things and encourage pupils to do likewise
- Adhere to School 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.

## SPECIFIC RESPONSIBILITIES FOR SPORT

- Attend and contribute to Games department meetings
- Aim for excellence and encourage pupils to do likewise
- Work closely with the Games Department members
- Be responsible for the use and tidiness of the changing rooms
- Be punctual for lessons so that children are not unattended or left unsupervised in the changing rooms
- Be aware of fitness levels of the children and also of any medical details
- Set up and put away gym equipment and assist with gym classes
- Be present for home and away matches of team sports
- Be willing to seek qualifications in coaching and refereeing sport as part of personal CPD
- Be available for occasional weekend and holiday activities such as sports tournaments and camps.

**PASTORAL CARE**

- Communicate with the lead teacher and /or the Head and Deputy Head and inform them of any significant occurrences, incidents or concerns that might affect the teaching, learning or well-being of the children
- Record incidents on pupil Records of Conduct and Meetings and share with the relevant colleagues as per School policy
- Maintain good order and discipline of pupils at all times, being mindful of their health and safety
- Emphasise to the pupils the importance of their own safety
- Report accidents to the School Administrator who maintains the accident book
- Ensure pupils respect School property.

**PROFESSIONAL STANDARDS**

- Take part in arrangements made for the appraisal of classroom performance
- To 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
- Periodically review own methods of supporting teachers
- Take part in arrangements for further training and professional development as a teaching assistant
- To understand the need for the School's unwritten 'give and take policy' in terms of commitment
- To appraise yourself of School routines and expectations through the staff handbook, policy documents and contract of employment
- To undertake any reasonable tasks as required by the teacher, Head and/or Senior Management team including supervision duties
- Aim for excellence and encourage pupils to do likewise
- Support and maintain confidentiality, privacy and loyalty to the School at all times both during and outside School hours
- Help to uphold and develop School ethos, aims, values and standards
- Be familiar with and follow the School's Aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Have high expectations of work and behaviour and use encouragement and, if necessary, agreed Russell House sanctions to achieve these
- Embrace new practices
- Dress appropriately and be professional at all times.

**EVENTS**

- Attend and support school functions, including Parent Consultation evenings as requested.

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