

JOB DESCRIPTION

TITLE	Teacher Assistant in Nursery
BASIC FUNCTION	The Teacher Assistant supports the staff within the Nursery room with a variety of tasks and supervises children.
ACCOUNTABILITY	The Teacher Assistant is directly accountable to the Nursery Class Teacher for his/her day-to-day tasks.
AUTHORITY	The Teacher Assistant has authority as delegated by the Nursery Class Teacher and promoted staff.
RELATIONSHIPS	The Teacher Assistant works closely with the other adults in the room and with the other Nursery staff.
KEY TASKS	<ul style="list-style-type: none">(a) Supporting Class Teachers The Teacher Assistant has a flexible, supportive role, which may involve a variety of activities, including admin tasks. He/she may interchange with other team members to cover an area or activity for a wide variety of reasons. He/she will usually carry out practical tasks if there is a need to prioritise between contact with the children and practical jobs.(b) Supporting Children The Teacher Assistant supports children with their learning whilst working alongside another member of the team.(c) Pastoral Care The Teacher Assistant has a shared responsibility with other Ravelston staff to help and support children by listening to the concerns they express to him/her and helping to answer their day-to-day inquiries.(d) Other Tasks The Teacher Assistant will undertake any other tasks as directed by the Nursery Class Teacher or other members of management within the Junior School, which may be reasonably put to him/her in support of the Junior School's function.
STAFF DEVELOPMENT AND PRD (Appraisal)	<p>The Teacher Assistant will have opportunities for Staff Development, including regular meetings with the Assistant Head (Early Education).</p> <p>The Teacher Assistant will be professionally reviewed every three years by a Nursery Class Teacher.</p>