

JOB DESCRIPTION

TITLE	Teacher Assistant in Primary 1, Primary 2 or Primary 3
BASIC FUNCTION	The Teacher Assistant supports teaching staff within the classroom and with administration, and supervises children in the playground.
ACCOUNTABILITY	The Teacher Assistant is accountable to the Primary 1, Primary 2 or Primary 3 Year Group Leader for his/her day-to-day tasks.
AUTHORITY	The Teacher Assistant has authority as delegated by the Primary 1, Primary 2 or Primary 3 Year Group Leader and the Assistant Head (Early Education).
RELATIONSHIPS	The Teacher Assistant works closely with the other Teacher Assistants and with Class Teachers at Ravelston.
KEY TASKS	<p>(a) Supporting Class Teachers The Teacher Assistant supports individuals and groups of children within the classroom as directed by the Primary 1, Primary 2 or Primary 3 Year Group Leader.</p> <p>The Teacher Assistant will also work with individual children as directed by the Support for Learning Department.</p> <p>(b) Supervision The Teacher Assistant supervises children in the lunch hall, in the playground and, in inclement weather, within the classroom, at breaks and at lunchtime.</p> <p>(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.</p> <p>(d) Other Tasks The Teacher Assistant will undertake any other tasks as directed by the Primary 1, Primary 2 or Primary 3 Year Group Leader 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.</p>
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 the Primary 1, Primary 2 or Primary 3 Year Group Leader or the Assistant Head (Early Education).</p>