**ROKEBY SCHOOL**

**JOB SPECIFICATION**

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| **Floating Lower School Teaching Assistant** |

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| **Role outline:** |
| To support with the learning in a classroom. To supervise the activities of groups of children or individual children alongside the classroom teachers to ensure their safety, facilitate their educational development and develop a supportive and caring relationship. |

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| **Key responsibilities:** |
| To provide care, attend to children’s personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children. This will require knowledge of a range of strategies and a high level of skills developed through experience, with regular supervision from teaching staff as and when required.  |
| To provide simple first aid when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises. |
| **Support for Teachers:** |
| The role of a Floating Lower School Teaching Assistant is primarily to enhance the learning of the pupils and support the Form Teachers. The assistant will be expected to prepare resources, display materials and administrative tasks and to undertake other relevant duties allocated at the discretion of the classroom teacher, Head of Lower School or other designated supervisor. These will include;* Bulk photocopying
* Record-keeping and filing
* Classroom displays
* Support small groups
* Hear readers
* Preparing and maintaining equipment and materials
* To assist in the supervision of children outside the classroom, including, the playgrounds, dining areas or on visits outside the school premises
* To assist in the after school care.
* To observe children as individuals and in groups and to monitor and report back to teaching staff on problems, progress and possible developmental needs
* To assist and provide support to other teaching assistants and teachers as and when required
* To undertake other relevant duties allocated at the discretion of the classroom teacher, head teacher or other designated supervision.
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| **Line Management** |
| As set out in the line management schedule, revised annually |
| **Standards and Expectations** |
| A member of the teaching staff is expected to meet or exceed the school’s standards and expectations. |
| **Responsible to:** |
| Classroom Teacher and Head of Year |

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| **Jason R Peck** **Headmaster** |
| **March 2023** |