



Dolphin School

(Incorporating Noah's Ark Nursery Schools)

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
LOCATION:	Dolphin School
RESPONSIBLE TO:	Head
HOURS:	08:00 - 15:45

PRIMARY JOB FUNCTION

To assist in any reasonable way required by the Class Teacher with typical duties including:

- Working in small groups with children for support and interventions..
- Listening to children read.
- Assisting with planning.
- Organising classroom displays.
- Supporting children in their organisation.
- Helping with break and lunch serving duties.
- Administration, preparation of teaching resources and general support in the smooth running of the classroom and wider school.
- Supervising early birds, and siblings after school clubs.
- Running your own after school clubs (paid separately).
- Working hours of 08:00 - 15:45 with the possibility of extended hours supporting After School Care.

All duties listed above are indicative and there may be any other tasks reasonably required by the Senior Team.

Dolphin School (incorporating Noah's Ark Nursery Schools) is committed to safeguarding and promoting the welfare of children and expects all staff to be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the school. Please note that a prohibition from teaching check will be carried out for all applicants.

All members of the staff team must ensure that the appropriate member of the Senior Team is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and/or child protection.

Job descriptions are intended to give individuals clear guidance on what they are expected to achieve. However, they rarely capture all tasks and responsibilities. All staff are therefore expected occasionally to undertake other duties not detailed above but within the scope of the job.

Dolphin School (incorporating Noah's Ark Nursery Schools) is a registered charity. Charity commission no. 29664