



St George's School Windsor Castle

PRE PREP TEACHING ASSISTANT

The Teaching Assistants at St George's School Windsor Castle may be required to work with any class in the Department under the discretion of the Head of Pre Prep.

Duties will be as follows:

- To help create a safe, stimulating, caring environment for each child
- To report to teachers concerns over children's welfare and progress
- The preparation of work and materials as directed by the teacher
- To assist with the cleanliness and organisation of the rooms
- Where required, to mount and create lively displays
- To attend staff meetings as a valued member of the team
- To supervise the children in the playground at lunchtime and break

The Teaching Assistant will have the interests of the school at heart and will work closely with the teachers as a member of the team under the leadership of the Head of Pre Prep. An enthusiastic and lively approach and the ability to relate to colleagues and parents is essential. All members of the team are expected to give days at either end of the term for preparation and planning at the discretion of the Head.

Full time hours are from 8.00am to 4.00pm. Please note that in addition to these hours Teaching Assistants are expected to be available to assist with the after school care programme for up to 2 days a week. This will be separately agreed with the Head of Pre Prep.

Duties of a Teaching Assistant

Daily

- Check that all pencils and crayons are sharpened
- Check that felt pens etc., are in correct containers and with lids on
- Check that there is plenty of paper cut for drawing and painting
- Make sure that the role play area is tidy and looks inviting and stimulating
- Make sure the equipment on the shelves is in the right place and the shelves are tidy and it is easy for the children to take out and put back whatever they may need
- Check before leaving each day that there is nothing outstanding that needs doing
- Work at the direction of the class teacher but when working with groups or individuals be aware of other children whose need or behaviour should be attended to
- Carry out supervisory duties at break, lunch and playtime

Weekly

- Prepare paints
- Wash paint pots, glue pots, spreaders and brushes
- Ensure that the painting area is clean and tidy, that work which is not required for display, is organised to be sent home, and that the cupboards and shelves are clean and tidy
- Look over equipment such as puzzles to ensure that no bits are missing

Half Termly

- Work with the other assistants to tidy and organise the stock room, staffroom, paper chest etc.