



## **Teacher Assistant**

The Teacher Assistant role provides admin support to departments and teaching staff within the school. They are also responsible for maintaining the display boards around the public areas of the school, ensuring that current resources and information is up to date.

The key roles of the Teacher Assistant is to assist teaching staff and faculties with items such as preparing materials for lessons, general typing, minutes of meetings and any other admin tasks such as praise postcards..

The Teacher Assistant is also responsible for assisting Year Leaders with tasks such as preparing and collating tracking forms, doing time out cards, certificates, class monitoring, emails regarding students and any other general admin tasks.

Display boards located around the corridors and public areas of the school are the responsibility of the Teacher Assistant who ensure that they are kept up to date with any materials provided by departments and in good repair.

Mrs S McLaren  
23<sup>rd</sup> March 2011