

**JOB DESCRIPTION**

**Teacher Assistance**

**SAMPLE**

Responsible to :       Head Teacher  
                                  General Manager

Functional relationships with :

- Teaching staff
- Kindergarten committee
- Children attending the Kindergarten.
- Parents and caregivers
- Senior Teachers
- WRFKA Office staff

You will undertake "house keeping duties" that may include but are not limited to the following :

- Prepare and maintain resources
- Wash equipment /paint pots
- Prepare children's food
- Prepare wall displays
- Assist in maintaining the environment
- General cleaning duties
- Keeping civil defence supplies up to date
  
- Any other duties as agreed between your self and the Head Teacher

As a Teacher Assistant you will not:

- Change a wet or soiled child
- Administer any medication to a child
- Be the "person responsible" for either indoor or outdoor supervision
- Be the "person responsible" when children are taken out of the Kindergarten grounds
- Undertake "teaching" duties except when under the direction or supervision of the Head Teacher.

*If you are in doubt about any aspect of this Job Description please ask the Head Teacher.*