

Takeover day 2017
Friday 17th November

Job Description: Year 1 Teaching Assistant

Hours of takeover: 8.30am – 12.10am

Outline of jobs on the day:

- You will be required to join all staff in attending the Briefing Meeting, usually held in the Staffroom at 8.30am.
- Stand inside by the Year 1/2 cloakroom door to greet the children/take messages at the start of the school day.
- Check and change reading books.
- Assist Miss James during the first lesson. This might mean helping a group or an individual, or simply walking around the class marking and offering encouragement.
- Collect milk and fruit for break time.
- Help set up and run the PE lesson after break, either outside or in the hall dependant on the weather.
- Take Year 1 to lunch, making sure they stand quietly and sensibly in line.

You need to wear:

- Sports clothes e.g. tracksuit bottoms, sports top and jumper/hoody.
- Sensible, comfortable sports shoes.

If you are interested in taking over this job, please send your letter of application to Mr Bayliss by Friday 10th November.

