

# TEACHERS AIDE

## JOB DESCRIPTION

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At all times the Teachers Aide will be under the supervision of the Head Teacher or, on the Head Teacher's instruction, a Teacher.

## DUTIES

You will undertake "housekeeping" duties which may include but are not limited to the following;

- Prepare resources
- Prepare activities
- Maintain the environment
- Prepare children's food
- Prepare displays
- Perform administration tasks
- And any other duties as agreed between yourself and the Head Teacher.

As a Teachers Aide 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.*