

# BUCKINGHAM PREPARATORY SCHOOL



(Founded 1937)



## TEACHING ASSISTANT – LOWER SCHOOL

### JOB DESCRIPTION

|   |
|---|
| <b>POST: Teaching Assistant – Lower School</b>  |
| <b>JOB PURPOSE:</b> <ul style="list-style-type: none"><li>• To support and assist the teachers</li><li>• To provide teaching support for individual and groups of pupils</li><li>• To undertake playground and other duties</li></ul>   |
| <b>REPORTING TO:</b><br>Class Teacher and Head Teacher  |
| <b>LIAISING WITH:</b><br>All school staff   |
| <b>KEY RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• To provide support to the class teacher and the pupils</li><li>• To work in the required Classroom under the direction of the class teacher</li></ul>  |
| <b>SUPPORT FOR PUPILS</b> <ul style="list-style-type: none"><li>• Provide care and support inside and outside the classroom for one or more individual pupils during the school day</li><li>• Ensure a safe and secure learning environment at all times.</li><li>• Develop close, caring and purposeful relationships with pupil/s, and, where appropriate, offer support to other pupils in the same class.</li><li>• Facilitate small group work in the classroom, and in particular create time for the subject teachers to work with pupils who have SEN.</li><li>• Assist pupils' language development with appropriate support for reading, writing, speaking, asking and listening.</li><li>• Support individual pupils through assessments, tests and examinations, in line with the BPS procedures.</li><li>• Assist with the pupils' personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management in the classroom. Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents.</li><li>• Accompany pupils on trips or visits</li><li>• Supervise pupils on occasions as requested by the Deputy Head e.g. registration, changing rooms, special events.</li><li>• Be familiar with those pupils who are on the Gifted and Talented register, supporting their educational needs when necessary.</li></ul> |

#### **FOR THE CLASS TEACHER AND GENERAL DUTIES**

- Work with subject teachers and form tutors to ensure supported in lessons
- Support students' learning in consultation with teachers during lessons.
- Assist staff in the acquisition and preparation of resources for all children.
- Working with teachers to create a purposeful, orderly and supportive learning environment.
- Undertaking playground and other duties in accordance with the rota.
- Attending to and recording minor injuries which may occur
- Help maintain a purposeful and organised classroom
- To assist in changing reading books and listen to children read.
- Help mount and display children's work in line with the BPS Display policy
- Attend social functions and school events
- Attend Whole School INSET training as directed by the Headteacher.
- To promote the best interests of the school at all times and form positive relationships with parents
- Any other duties as may be required for the smooth running of the school at the direction of the Headteacher.

#### **PERSONAL & PROFESSIONAL CONDUCT**

**Uphold public trust in the profession and maintain high standards of ethics and behaviour, within & outside school:-**

- a) treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- b) having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- c) showing tolerance of and respect for the rights of others
- d) not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- e) ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- f) Following the BPS Staff Code of Conduct Policy

**Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality**

**Have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.**