**ST. JOHN’S PREPARATORY SCHOOL**

**PRE PREP TEACHING ASSISTANT**

**JOB DESCRIPTION**

* To promote and understand the aims, values and policies of St. John’s Preparatory School.
* To support the ethos of the school, maintain discipline and uphold high standards of conduct and appearance.
* To assist the class teacher in providing a friendly, caring and appropriate environment conducive to pupil learning and development during the agreed hours.
* To be a positive role model for children, promoting good behaviour.
* To establish and maintain effective working relationships with pupils, parents, staff and members of the school community.
* Be willing to perform any duties as reasonably directed. This may take the form of preparing work/resources, administration tasks, classroom displays, clearing and tidying etc. This will also include working with both small groups and individuals on focused tasks.
* To ensure all daily routines are adhered to.
* To establish supportive and trusting relationships with pupils.
* To motivate children and build their self-esteem.
* To support children using equipment and materials in the classroom.
* To contribute to the classroom environment in providing stimulating and challenging play opportunities.
* Support children’s play activities - listening and talking to children, engaging in child initiated games and role play, scaffolding sharing and cooperation.
* To assist children in accessing the learning in circle times and group activities.
* To work on a one-to-one basis with pupils of all abilities
* To support learning in all areas including literacy, phonics, numeracy, practical activities, craft projects and topic based focus activities.
* To contribute to assessment and child observations, including compiling Learning Journeys and Profiles.
* To contribute to classroom planning and children’s next steps in their learning.
* To attend staff meetings and Inset days.
* To establish and maintain a culture of collaboration and cooperative working between colleagues.
* To attend to children with minor injuries as necessary, assisting with first aid.
* To attend to the personal care needs of children.
* To safeguard the well-being of children throughout the school, complying with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.