



# St. Nicholas Preparatory School

With Montessori Nursery & Reception

## Working with us

Providing an inspiring world of education – that is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 35,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia. Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## St. Nicholas School Aims

St. Nicholas Preparatory School is an independent school promoting a rich and varied education in which all children are valued equally and encouraged to fulfil their potential. We offer a structured and challenging environment. Children are rewarded for the highest standards of behaviour, effort and academic achievement.

## St. Nicholas School Values

Ambitious

Respectful

Resilient

Kind

Together we are a Team

## Shared Responsibilities

All members of staff have shared responsibility to comply with all policies and procedures and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

*"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services."*



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All employees should promote relationships based on mutual respect where all are treated with dignity and fairness promoting equality of opportunity and co-operation.

Effective communication is the responsibility of all staff and inclusive of all appropriate stakeholders (e.g. pupils, colleagues, parents, outside agencies etc).

Additionally all members of the teaching staff should aspire to excellence and, if not already, to become, outstanding teachers. All should comply with the DfE Teachers' Standards.

## JOB SPECIFICATION

<b>Job Title:</b>	<b>Early Years Teaching Assistant</b>
<b>Reporting To:</b>	The Headmistress
<b>Line Manager:</b>	Head of Pre-Prep
<b>Internal Contacts:</b>	All school employees, pupils
<b>External Contacts:</b>	Education establishments, suppliers, parents

## OUTLINE JOB DESCRIPTION

**PURPOSE OF JOB:** Specifically supporting class teachers in promoting and developing the learning of all or specifically identified pupils in the class.

More broadly this includes the promotion of the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the school.

St Nicholas employs Teaching Assistants for a variety of purposes and appointments are made specifically for one of the following:

1. To work with a specific class and be responsible to the class teacher.
2. To work across a range of classes across a key stage to support specific learning needs or demands and be responsible either to the class teachers and/or SENCO
3. To support the development of EAL across a range of classes and/or with individual and small group support
4. To support the needs of a specific pupil 1:1



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## KEY DELIVERABLES

### Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head, Deputy Head, Head of Pre-prep, Head of Early Years and or/class teachers
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech and occupational therapists, as necessary
- Assist class teachers with maintaining pupil records
- Support pupils with emotional or behavioural problems and help develop their social skills
- To be involved in the monitoring and evaluation of formal and informal assessment of the children (e.g. effort, progress, work standards and organisation) as directed by the teacher, and helping to keep up to date the necessary records and taking relevant action
- Assist in reporting the progress of individual pupils to parents, colleagues and pupils as necessary, always respecting confidentiality. This may include attendance at termly parent evenings. Additionally to be involved with such occasional meetings with parents which are essential to the relationship between school and home
- In the absence of a Teacher the Teaching Assistant may be asked to welcome the pupils in the morning and teach prepared lessons. They will, if appropriate, hear readers and ensure that the children get to timetabled lessons and clubs on time. The Teaching Assistant will be available for escorting the children, if necessary, under the direction of the link teacher, who will also ensure that garden duties are covered

### Administrative Duties

- Prepare and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching

### Standards and Quality Assurance

- Support the aims and ethos of the school in that every child is an individual
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety



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## General

- Maintain good order and promote self-discipline among pupils, with a view to their well-being and safety
- To help maintain the children's personal hygiene and well-being which may involve dealing appropriately with sickness and injury. This involves knowledge of medical issues pertinent to the children
- Attendance at Staff meetings and INSET days.
- To participate in CPD and other training to enhance practice also specifically in relation to intervention programs. After guidance from the SENCO and Class Teacher, to take responsibility for implementing those interventions with identified children. This will include planning, teaching and assessment of small group activities plus appropriate record keeping.
- To participate in the school's appraisal system
- To be involved in the supervision of individual children, groups, or the whole class as appropriate and necessary. This will include activities such as Garden breaks.
- To undertake such additional duties as might be reasonably requested by the Head or other authorised person. This may involve occasional involvement in administrative support such as involvement in Office duties.

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK and/or criminal policy checks for all other countries lived or worked in for a period of 3 months or more since the age of 16 (irrespective of whether they worked in those countries).*

JW – April 2018