****

**JOB DESCRIPTION**

**TEACHING ASSISTANT – PREP SCHOOL**

The role focuses on supporting the teaching and learning within the Prep School. She/he is responsible to the Head of Prep and ultimately the Headmistress of the High School.

The role involves working under the supervision of the class teacher.

All Teaching Assistants are required to:

* Work with pupils on an individual basis or in groups and take responsibility for their learning. These may be tasks such as literacy, numeracy, ICT and creative skills development and associated activities, support or extension activities. Also, carry out any other reasonable tasks identified by the supervising member of staff, helping the teachers with all aspects of the children’s learning
* Talk to children about their learning and provide feedback to teachers in relation to attainment and progress
* Work with the class teacher to support each child’s individual progress in reading
* Supervise pupils at the beginning and end of the day and carry out duties, e.g. in the playground and dining room
* Undertake First Aid training and provide care if needed for girls who are ill or injured in conjunction with the school nurse. Provide personal care on occasion if needed
* Undertake administrative tasks such as writing in parent communication books, filing, photocopying, preparing and presenting displays and resources, assisting with props and costumes under the direction of the teacher
* Accompany teachers and classes on educational visits
* Share in pastoral responsibility for all pupils , liaising with class teachers, Head of Pre-Prep and the Head of Prep
* Maintain good order and discipline among pupils, safeguarding their health and safety at all times
* Play a part, when requested, in the assessment of prospective pupils
* Attend a Saturday Open event annually
* Attend Whole school staff meetings at the beginning of term and other meetings as requested
* Follow school policies
* Work positively and constructively as a member of the staff team. Liaise and work with colleagues and parents
* Participate in INSET and training as required, taking a full part in professional development
* Be a part of the school's performance management programme
* Undertake any reasonable task requested by the Head of Prep
* Lead an after school care session on a rota basis (approximately once every three weeks) for extra remuneration
* All staff are expected to support school events and join in the wider life of the school, including the annual Welcome Evening.
* Flexibility in the role is important as the Job Description may change in response to the school’s needs and/or educational initiatives and developments.

****

**PERSON SPECIFICATION FOR TEACHING ASSISTANT –**

**PREP SCHOOL**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications and experience | * NVQ Level 3 in Childcare * Paediatric First Aid qualification or willingness to complete | Essential | Desired  D  D |
| Skills | * Ability to present information clearly, adapting style to suit individual situation and needs * Flexibility in order to accommodate changes in work priorities * Good numeracy and literacy skills * Competence in the use of ICT to support teaching and learning * Excellent time management and organisational skills | E  E  E  E  E |  |
| Personal qualities | * Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise * Warmth in relationships with adults and children alike * Honesty and Integrity * Understand and respect the principles of confidentiality * High professional standards and expectations of pupils and yourself * A willingness to learn new ways of thinking and teaching and to try new approaches * Flexibility and team working skills | E  E  E  E  E  E  E |  |
| Philosophy and Ethos | * Ability to form and maintain appropriate relationships and personal boundaries with children * A commitment to safeguarding and promoting the welfare of children and young people * Support for the Christian values underpinning the school * A commitment to furthering children’s emotional and spiritual development * A good role model | E  E  E  E  E |  |

September 2017