

Godstowe

Job Description

Teaching Assistant – Nursery and Pre-Prep

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Teaching assistants are expected to be committed and enthusiastic at all times. They should be able to communicate well with pupils and staff and have good organisational abilities. They should be receptive to new ideas and have a sense of humour. They need to be committed to all aspects of Boarding School life.

Duties and Responsibilities:

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals.
- Attend relevant meetings and training as required.
- Assist with the supervision of pupils outside lesson times, including before and after school and at lunchtimes and playtimes, and rest time in Nursery.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To participate in any arrangements for the Performance Review of staff.
- To request approval from the Headmistress for any absence from school and to inform the appropriate people in good time.

Support for pupils:

- Attend to the pupils' personal needs, implement related personal programmes, including social, health, physical hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate

Support for the teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents as directed by teacher/Head of Lodge
- Provide administrative support, e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum:

- Support pupils to understand instructions.
- Support pupils in respect of specialist interventions/teaching programmes, as directed by the teacher. Be prepared to undertake structured and agreed learning activities, adjusting activities according to pupil responses.
- Support pupils using basic ICT as directed.
- Prepare and maintain resources as directed by the teacher and assist pupils in their use.

Skills and knowledge

- Be able to use ICT effectively to support learning and assessment.
- Be able to use other equipment technology – video, photocopier etc.
- Have full working knowledge of relevant policies, codes of practice and awareness of relevant legislation.
- Have working knowledge of national and early years' curriculum and other relevant learning programmes/strategies.
- Have a good understanding of the principles of child development and learning processes
- Be able to self evaluate learning needs and actively seek learning opportunities.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own role within these.
- Have an ability to work and relate well to children and adults

Management

All staff should liaise closely with other teachers in the school. They should also liaise closely with the Head of Lodge and the Deputy Heads, who are all directly responsible to the Headmistress.

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

May 2018