

Schedule B

WINDLESHAM HOUSE SCHOOL

JOB DESCRIPTION – TEACHING ASSISTANT



Post: Teaching Assistant

Department: Pre-Prep

JD Prepared by: Junior Curriculum Coordinator

Date Prepared: March 2020

Windlesham Pre-Prep is situated just off the A24 in the grounds of Windlesham House School, which is set in 60 acres on the West Sussex South Downs and caters for children aged 4 to 7 years.

The Role

This position supports learning across our Pre-Prep year groups. Those with experience of working with young children and / or Teaching Assistant qualifications are invited to apply.

It is desirable that candidates have knowledge and experience of how children develop through the Foundation Stage and into Key Stage 1.

Professional development is considered important and teaching assistants are encouraged to attend relevant courses and in-service training.

We are a small, friendly and committed team that form part of the whole school staff body.

1. Responsible To

The Headmaster

The Junior Coordinator

The Class Teacher

2. Experience and Qualifications

The person appointed will be energetic, flexible and enthusiastic and committed to good practice.

He/ she will have the insight and initiative to work both independently and under supervision of the class teacher.

He/she will help to provide a supportive, friendly, safe and stimulating learning environment which will nurture the potential of all children, both indoors and outside.

A level 3 or equivalent qualification of desirable alongside a warm and caring personality.

3. Key Responsibilities:

Care of Students

- To support pupils to engage in learning and stay on task during the lesson or activity both on the carpet area, table area and outdoor areas.
- Support the emotional and social development of pupils, reporting any issues as necessary

Curriculum

- To support learning activities, following direction by the class teacher to work with individual pupils and or groups.
- Contribute to the observation and assessment process.
- Keep up to date with current legislation and developments in all curriculum areas across Pre-Prep age groups, adapting practice where necessary.
- Be aware of the requirements and recommendations of Ofsted and the Independent Schools' Inspectorate.
- Help to supervise the children and support the teacher in specialist lessons such as music, drama, gymnastics, dance, and swimming and be willing to participate in the lessons.

Classroom Organisation

- Support the class teacher in preparation of the learning environment and ensure there are well organised resources for children to access.
- To support pupils across a range of abilities and where necessary following targets set by IEPS.
- To undertake duties as directed by the class teacher such as preparing resources for a lesson.
- Anticipate the organisational needs of the class and act upon them.

Administration

- Carry out administrative duties and prepare classroom resources as deemed appropriate.
- Contribute to the development and review of policies and ensure they are upheld in practice.

Communication

- Contribute to welcoming new families to the school, being professional at all times.
- Ensure a confidential and professional approach to the children, parents and staff of the school at all times.

Information Technology

- Gain knowledge of and proficiency in the ICT programs used by Pre Prep
- Support the integration of technology in the curriculum.

General

- Provide support outside of your normal classes and across the school, such as covering other TA absences, going on school trips and duties.
- Support extra-curricular activities and wrap around care.
- Participate in Staff Appraisals and be committed to ongoing personal development and training.
- Attend whole school and pre-prep staff meetings, in-service training days and courses as appropriate.
- Share supervision and duties on a pro-rata basis and acknowledge that all staff have a responsibility for the care, education and well-being of all children in the school.
- Play a part in the wider life of the school attending family and charity events such as Bonfire Night, Consultation Evenings and Parent Events

- Contribute to the marketing of Windlesham Pre-Prep particularly with Open Days which may be held on Saturdays.
- To do duties at break times and lunch times.
- Undertake other specific duties appropriate to the post which may from time to time be reasonably assigned by the Headmaster, Junior Coordinator or the class teachers.

4. The Working Day

The working day is from 8.00am – 4.00pm.

There is an expectation that TA's support Late Club till 6.15 pm once a week.

Staff eat with the children during lunchtime.

Break Duties and Lunch duties will be shared equally among the teachers and the TAs over the course of the week.

5. Salary and Conditions

The teaching assistant appointed will be paid according to the Windlesham Pre-Prep section of the Windlesham House scale.

Lunch (eaten with the children) is provided free of charge, as are tea, coffee etc.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection & Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster (if different).