



## Job Profile: Teaching Assistant

<b>JOB TITLE:</b>	Teaching Assistant/Learning Support Assistant	<b>SCHOOL/DEPARTMENT:</b>	Sherfield School / Junior and Senior-Prep
<b>REPORTS TO:</b>	Head of Junior Prep	<b>LOCATION:</b>	Sherfield-on-Loddon

**Hours:** 39 hours per week, Monday to Friday, 30-minute unpaid lunch break. Standard hours 8.30am- 4.30pm 4 days a week and 8.30am- 6pm one day a week. 35 weeks per year (term time only)  
2.5 temporary additional weekly hours, 8.00am-8.30am Monday to Friday for a period of up to 12 months

**Benefits:** Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;  
Contributory Pension Scheme;  
In-house training;  
Discounted school fees for children attending Sherfield School (pro-rata'd if part-time).

### PURPOSE OF THE JOB:

To support the teachers with day to day organisation, duties, display, planning, teaching and learning (including supporting pupils who require enrichment).

To support the learning of pupils where they need to be supported to make the necessary progress. This role is linked to the Inclusion Department and interventions as planned and executed by the team.

*This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list.*

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### 1. ORGANISATION CONTEXT:

Head Master  
Head of Junior-Prep  
Lead for Inclusion

### 2. PRINCIPAL ACCOUNTABILITIES:

- To support the education and welfare of the children, in accordance with the requirements of the School in line with School policies and EYFS curriculum;



- To share the corporate responsibility for the well-being and discipline of pupils, following procedures as detailed in the school's Child Protection, Behaviour Management and Health and Safety Policies;
- To work as a valued member of the school team promoting a positive environment and demonstrating reliability, initiative and creativity;
- To foster an environment in which the children are encouraged in their all-round development and where high standards of education are provided;
- To assist in the planning of activities suitable for the age range of the children;
- To take responsibility for individuals and groups being clear about the learning objectives and assessments required;
- To organise resources ensuring that they are clean, correctly stored with labels and well maintained;
- To work with colleagues in order to ensure that the unit is clean, tidy and ready for use at the start of each session, particularly ensuring that the kitchen and food hygiene meets legal requirements;
- To supervise children during break times;
- To share responsibility for producing high quality displays and a stimulating and attractive environment;
- To shop for items as required;
- To undertake the care of sick or unhappy children;
- To supervise children awaiting collection if required;
- To advise the line manager of any matter requiring attention;
- To build a positive relationship with parents/carers;
- To attend briefings, staff meetings/parental consultations/school events as required;
- To promote the good work of the school in the wider community;
- To participate in professional development and performance review procedures, including attending inset days and training on child protection and health & safety;
- To support any reasonable request by the line manager and leadership team.

### **3. SKILLS AND ATTRIBUTES:**

- a clear understanding of and commitment to the high level of quality assurance which drives every aspect of GEMS and the school;
- good oral, written and ICT communication skills;
- excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines;
- excellent inter-personal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion;
- high standard of personal dress;
- high levels of commitment, motivation, energy and enthusiasm;
- good health and attendance record;
- the ability to think creatively and to solve problems;
- an awareness of when to seek advice and support.
- Dress and behaviour to be appropriate at all times whilst at Sherfield School.

*July 2019*