

## OUR VALUES

We enrich through a broad and varied curriculum

## Job Description

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Line Manager:</b>	Head of Pre-Prep
<b>Department:</b>	Pre-Prep
<b>Location(s):</b>	Tormead Prep School

### Job Summary

To support the Class Teacher in the smooth running of the classroom. To provide a safe and nurturing environment to allow our pupils to thrive. To comply with all regulatory requirements, including the Early Years Foundation Stage.

### Main Responsibilities

#### Child Development and Learning:

- Maintain a stimulating, engaging and interactive environment for all children.
- To support the planning and implementation of the educational programme for girls in the EYFS and/or KS1, attending to their individual needs under the direction of the class teacher.
- To lead activities for a group of children.
- To guide and monitor children's progress, provide feedback to the Teacher on pupil progress; assessing and observing where required to help inform children's developmental next steps.
- Be proactive in embedding classroom routines so children are continually supported.
- Ensure effective working practice is followed including safeguarding and adhere to all School policies and procedures.

#### Health & Safety:

- Support children's eating needs, encouraging children to eat and drink when required.
- Ensuring effective supervision at mealtimes and that all dietary requirements are adhered to for children within your class.
- Always maintain a clean and safe environment both inside and outside.
- Undertake daily risk assessments e.g. locking gates, spillage of water, monitoring the condition of toys and equipment and reporting any health and safety concerns to the Teacher.
- Maintain good order and behaviour among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Working within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers, the pre-prep team and any visitors to the classroom.

**Pastoral and Wellbeing:**

- To be sensitive to the needs of all children.
- Promote positive values, attitudes, and good behaviour of children.
- Promote positive professional relationships with the Pre-Prep team.

**Continuing Professional Development:**

- Reappraising professional performance, keep up to date with EYFS requirements and best practice.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

**General:**

- Work as part of the Pre-Prep team and take on additional responsibilities as required, such as creating and maintaining displays throughout the School.
- Be available to work in any areas of the Pre-Prep, undertaking the care and supervision of the children and ensuring its smooth running.
- To carry out playtime and lunchtime duties as required.
- Attend meetings as required (departmental, staff, pastoral, parent meetings, etc.).
- Ensure confidentiality is maintained in the Pre-Prep.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

**Safeguarding Children**

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

**Key Relationships**

**Internal:** Class Teacher, Head of Pre-Prep, colleagues

**External:** Parents, prospective parents and pupils

<b>Person Specification – Pre-Prep Teaching Assistant</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>● GCSE in Maths and English at Level 4 or equivalent</li> <li>● Evidence of continuing and relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>● Level 2/3 childcare qualification</li> <li>● Paediatric First Aid</li> <li>● Basic Food Hygiene</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of Early Years Education</li> <li>● Experience of providing care and education to children with a wide range of needs and abilities</li> </ul>	<ul style="list-style-type: none"> <li>● Minimum of 2 years' experience within a childcare setting</li> <li>● Experience of working in the independent sector</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>● Strong understanding of early childhood development and learning</li> <li>● Good knowledge of the EYFS curriculum</li> <li>● Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/ inclusion</li> <li>● Knowledge of health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>● Excellent knowledge of how to provide for the needs of young children</li> <li>● An understanding of the independent school sector</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>● Ability to provide consistently high levels of quality care and education opportunities for all children</li> <li>● Caring, friendly, approachable, open, welcoming and personable</li> <li>● Proactive and positive team player, able to work constructively as part of a team</li> <li>● Able to work under direction but use own initiative</li> <li>● Able to maintain confidentiality</li> <li>● Able to carry out light physical duties to include lifting children and setting up resources</li> <li>● Reflective approach and commitment to personal development</li> </ul>	<ul style="list-style-type: none"> <li>● Able to observe and assess children's development</li> <li>● Record keeping and reporting</li> <li>● Adaptable and flexible and the ability to cope with changing needs</li> </ul>