



JOB DESCRIPTION

Job Title

Part-Time Teaching Assistant (Prep) – 24 hours (0.6) worked over 4 days

Overall Purpose

Under the direction and control of classroom teachers or line manager, to provide support and assist teachers in the development and education of children in our school, by undertaking non-teaching tasks related to classroom activities and providing basic supervision and care skills.

This postholder reports to:

Headmaster through Head of Prep and Line Manager

MAIN DUTIES AND RESPONSIBILITIES

1. Support for children
 - To assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises.
 - To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
 - To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children, utilising a basic range of skills, with a need for only limited experience and under close supervision from teaching staff.
 - To assist in supervising the activities of groups of children in a range of years or individual children, who do not have complex needs, in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
2. Support for teachers
 - To undertake other relevant duties allocated at the discretion of the classroom teacher, head teacher or line manager
 - To maintain records of children's progress as instructed by the classroom teacher, with limited input only to the monitoring and reviewing of work programmes.
 - To undertake the following roles in line with the Workforce Agreement 2003.
 - Collecting money.
 - Bulk photocopying.
 - Producing class lists.
 - Record-keeping and filing.

- Classroom display – teachers will make professional decisions in determining what material is displayed in and around their classroom.
 - Collating children's reports.
 - Ordering supplies and equipment after identification of need by teachers.
 - Stocktaking.
 - Cataloguing, preparing, issuing and maintaining equipment and materials.
 - Managing children's data in order for teachers to make use of the analysis of children's data.
3. Support for the school
- To observe children as individuals and in groups and report problems and progress to the classroom teacher, line manager or member of PLT.
 - To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids, as directed by class teacher.
 - To prepare display materials and teaching aids, undertake simple maintenance and repair, and clean and tidy up after use, including science equipment.
4. Support for the curriculum
- To assist in the delivery of educational work programmes by undertaking individual, predetermined learning activities, such as reading, listening to children read and stimulating learning through play, in order to further the educational development of children.
5. Authorised to
- Provide simple first aid to children.
 - Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.

Generic responsibilities:

- To be a member of a team of teachers which nurtures the Catholic ethos of the College in the tradition of the Brothers of the Sacred Heart, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the students and the community life;
- Responsibilities carried by all teachers in the College comply with the teachers' contract of employment;
- Adhere to Catholic school contractual obligations and expectations regarding support for the College's essential ethos as set out in the contract of employment;
- Expectations regarding the role and expectations for all members of staff are contained within the Prep School handbook;
- To play a full part in the life of the college community to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To contribute to the Extra & Extended Curriculum Activities (EECA)
- Supervise whole classes during the short term absence of a teacher.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

Additional Information

- Actual pro rata salary £9,850 based on a full-time equivalent salary of £16,416
- Core hours: 8 am to 4 pm
- Free lunches during term time
- Contributory Pension Scheme to which the College contributes 6%
- Free car parking on site
- Use of the College Fitness Suite outside of school hours
- Access to confidential 24-hour counselling helpline
- Cycle to Work and Tech Schemes
- Eye Care Vouchers
- Support with professional development