

Job Title: Teaching Assistant to work alongside teaching staff in Pre-Prep

Role: The role of the teaching assistant is to assist the form and specialist teachers in looking after the well-being of each pupil in the form, both academically and pastorally and to ensure that the curriculum of St. Andrew's School is delivered effectively.

KEY Responsibilities:

- To act in a supportive role to the teacher, under their direction, and assist them in enabling the children to access the curriculum.
- To work with the children, individually, in groups or as a whole class, offering an appropriate level of support and stimulation.
- To help teachers to manage classroom behaviour and promote a positive learning environment.
- To hold the children's welfare uppermost at all times.
- To help organise and maintain a positive learning environment for all children.
- To assist the teacher in planning and preparation as required.
- To observe and assess children's progress, under the guidance of the teacher and to provide feedback (written or verbal as appropriate).
- To follow the teacher's direction, and respond professionally to unexpected situations.
- To regularly hear children read aloud and to assist with Guided Reading groups.
- To attend Open Mornings, INSET Days and TA Meetings.
- To keep confidential any information regarding the children or their families that is learnt as part of the job. Confidentiality must always be respected.
- To attend CPD (Continuous Professional Development) and be willing to share this information with colleagues.
- To recognise own strengths and expertise and to share knowledge and resources with colleagues when appropriate.
- To liaise with parents.
- To do playground duties.
- To serve lunch in the dining hall.
- To do morning and/or afternoon Crèche duties as timetabled.
- To help with school trips and sports events.
- To have a satisfactory level of ICT skills.
- To observe the codes of conduct and behaviour as detailed in the Staff Handbook.
- To support colleagues and to demonstrate loyalty to the school at all times.
- To be aware of the school's Safeguarding and Health and Safety policies and implement them when appropriate.

These are the key responsibilities as currently defined and are not listed in priority order. Post holders should not place emphasis on the location of the task within the foregoing job description. From time to time the key responsibilities may be varied.

Person Specification:

Qualifications and experience:

Ideally NVQ3 or equivalent qualification or a willingness to train to this level.

Personal:

Good health and stamina. A positive view of working in a school. A good communicator on all levels. Commitment to team and collaborative working. Good sense of humour. Forward looking. Capable of multi-tasking.

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. The successful applicant will be subject to an enhanced disclosure by the Disclosure and Barring Service (DBS).