

**Job Description**

**Teaching Assistant**

**(Pre - Prep School)**

**2017**



JOB DESCRIPTION

**Job Title: Teaching Assistant (Pre-Prep School)**

**School Aims:**

Our small classes ensure excellent teaching in a homely atmosphere.

We make an outstanding contribution to the social and emotional development of each individual child.

We have a reputation for encouraging good manners, reliability and self-discipline.

Small class sizes ensure a tailored educational programme for each pupil, allowing every child to aim high and achieve their full academic potential.

We want students to fulfil their potential- leaving us as well rounded, bright and happy young people.

Job Title: Teaching Assistant (Pre-Prep School)

Reports to: Head of Nursery & Pre-Prep School

Location: Station Road, Cambridge

Contract Type: Part Time, Term Time only

**Key Role:**

To work under the guidance of teaching staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This will include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle, delivering the IT curriculum to the class, and the management/preparation of resources.

To contribute to the whole school ethos, environment and organisation both practically in terms of break duties and as a positive role model for pupils and colleagues.

**Specific Duties and Responsibilities**

**1. Support for Pupils**

· To support pupils’ development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance.

· To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations.

· To focus on individual pupils to ensure their needs are being met within the group.

· To work with the class teacher and SENCO to develop and implement the IEPs for pupils.

· To encourage pupils to interact and work co-operatively with others.

· To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement.

· To promote the inclusion and acceptance of all pupils within the classroom.

· To meet the physical/medical needs of the pupil according to a pupil’s individual EHCP whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.

· To participate in pupils' play and extend and stimulate language through conversation.

**2 Support for Teachers**

· To support teacher’s weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate.

· To set out, prepare, use and tidy equipment and resources.

· To promote home /school partnerships.

· To listen, support and discuss issues sensitively with parents and carers under the teacher’s direction and to participate in feedback sessions/meetings with parents as needed.

· To monitor and evaluate pupil’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives set by the class teacher.

· To provide objective and accurate feedback and reports as required by the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence.

· To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required.

· To administer and assess routine formative tests and assist in the invigilation of exams/tests as agreed with the teacher.

· To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

**3. Support for the Curriculum**

· To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils’ responses/needs under the direction of the class teacher.

· To set out and prepare equipment indoors and outdoors as needed.

· To support the use of ICT in learning activities and develop pupils’ competence and independence in its use.

· To help pupils access learning activities through specialist support.

· To determine the need for, prepare and maintain general and specialist equipment and resources

**4. Support for the School**

· To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

· To help display pupils work to reflect their achievement.

· To supervise pupils on outings and visits as required.

· To supervise pupils at break times as required.

· To attend staff meetings as required.

· To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school

· To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school..

· To be a proactive member of the school and class team.

· To participate positively and professionally in effective relationships with team members.

· To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.

· To attend relevant courses and learning activities in order to update knowledge as required.

The aim of this job description is to provide as accurate a list as possible of the duties of the post holder.

The list should not be seen as exhaustive and may change from time to time.

**THE POST HOLDER MUST PROMOTE AND SAFEGUARD THE WELFARE OF CHILDREN AND COMPLY WITH THE SANCTON WOOD SAFEGUARDING POLICY**