

Job Description

Job Title: Teaching Assistant

Reporting to: Senior Deputy Head

The School

Set in the idyllic Cotswolds, Kitebrook provides an outstanding all-round co-educational education where children are allowed to develop at their own pace in a happy and supportive environment that inspires self-confidence and a sense of independence.

Purpose of the Position

Kitebrook Preparatory School requires a qualified, dynamic, and enthusiastic Teaching Assistant to support the learning of our pupils. This is an exciting opportunity to work in a flourishing, innovative environment.

Responsibilities & Duties

Curriculum

- Prepare suitable focus activities and select appropriate books and materials for pupils, taking into consideration the provision for able and less able pupils in liaison with the Learning Development Department
- Assist in the monitoring and evaluation for effective delivery of the curriculum
- Keep abreast of the latest developments in teaching
- It is essential for staff to take an active part in the extra-curricular life of the school

Administration

- Help to organise departmental resources
- Assist in the organisation of residential visits and trips where appropriate
- Assist in carrying out day-to-day tasks across the school

Contact with Parents

- Liaising with parents in relation to academic and behavioural matters

Discipline

- Ensuring that members of the class maintain a high standard of appearance and behaviour; liaising with the class teacher if there are breaches of school discipline
- Helping to keep classrooms tidy and in good order with updated displays

Application Process

Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may be required to undertake practical tests to cover the skills and abilities shown below:

Work Experience

Essential	Desirable
<p>Enjoy working with children and be able to establish a good rapport with them.</p> <p>Dedicated to safeguarding and promoting the welfare of children.</p> <p>Enthusiastic</p> <p>Hardworking, flexible, and motivated.</p> <p>Team player and excellent interpersonal skills.</p> <p>Good verbal communication skills including the ability to communicate effectively with carers and parents.</p> <p>Able to take the initiative.</p> <p>Understands the requirement for confidentiality and sensitivity.</p> <p>Willingness to undertake break and lunchtime duties.</p> <p>Willingness to undertake some breakfast club and/or after-school activities</p>	<p>Ability to work with and manage children with challenging needs – EAL, SEN, and very able pupils.</p> <p>Ability and experience of communicating with parents within a school or nursery context.</p> <p>Good IT skills.</p> <p>Skills and interests that could help enrich children's learning e.g. MFL, cooking, gardening, music and so on.</p>

Skills

Essential	Desirable
<p>Excellent literacy knowledge and skills.</p> <p>Experience of working in a school.</p>	<p>Experience of supporting children within the school environment</p> <p>Assisting with intervention programmes.</p> <p>Knowledge of EYFS or KS1/2 assessment, curriculum, and planning.</p>

Education, Academic Qualifications

Essential	Desirable
<p>Good academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form).</p>	<p>Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications)</p> <p>Good Higher Education or Further Education qualifications</p> <p>English and Maths GCSE or equivalent.</p> <p>First Aid qualifications.</p>

Kitebrook Preparatory School is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Radley Schools Group; enhanced Disclosure and Barring Service Check; proof of right to work/ live in the UK, and evidence of stated qualifications.