

# Role Profile: Teaching Assistant – Maternity Cover

## Purpose

To provide assistance and support predominantly the Pre-Prep Department and the class teacher, provide support for pupils through curriculum learning, pastoral care and general support to the whole department as well as displaying a flexible, positive and hardworking attitude.

## Key Accountabilities

Assist in the educational development of pupils under the direction and guidance of the Head of Pre-Prep, SENCO and class teachers

Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress

Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities

Assist class teachers with maintaining pupil records

Support pupils with emotional or behavioural difficulties and help develop their social skills.

Feedback to class teacher, any concerns or successes about individual children

To undertake any additional duties which may be allocated such as end of day supervision/extended day activities as required

Attend major school events such as INSETS, Speech Day, Parent Consultation Evenings, Pre-prep Dept. staff meetings

Be proactive in matters relating to Health & Safety and undertake first aid duties as required

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

To act in a professional manner at all times

To be an adaptable, supportive, vigilant, positive, willing member of staff and to enjoy working with children

An excellent role model with high expectations.

Members of staff are expected to arrive punctually

	Essential	Desirable
<b>Qualifications</b>		NVQ Level 3 qualification and / or previous experience of working as a teaching assistant
<b>Skills</b>	To be an adaptive, supportive, vigilant, positive member of staff and to enjoy working with children. Communication skills – to be able to make points clearly and understand the views of others.	
<b>Experience</b>	No experience necessary	Be a quick learner
<b>Other</b>	Team player To adhere to the School's dress code To abide by the terms and conditions	

## Key Stakeholders:

Internal -

External –

Signed: ..... Name (print): .....

Date: .....