



Pre-Prep Nursery Nurse/Teaching Assistant

- To work collaboratively with the Teacher and other staff
- To assist in the organisation of academic and pastoral care

Objectives

- To help and enhance the running of the class
- To help to enable better learning
- To ensure the boys have excellent daily care

Principal Areas of Responsibility

- A. To know and assist the curriculum being delivered
- B. To assist in the pastoral care of the boys
- C. To follow statutory regulations, Health and Safety and school policy
- D. To keep up to date with Professional Development and First Aid

Key Tasks

- A1. To assist with planning and know the work for the week
 - A2. To assist the teacher with daily reading and other subjects
 - A3. To work with small groups
 - A4. To work with whole class in some activities, with teacher present
 - A5. To assist in the organisation, setting up and clearing away of activities
 - A6. To be involved with observation and assessment
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- B1. To know the boys well and be aware of health or dietary issues
 - B2. To enforce good behaviour, discipline through the Golden Rules
 - B3. Take or share Circle Time or PHSCEE
 - B4. To take care of boys during lunch times
 - B5. To do Break Duties and cover for sickness
 - B6. To help with Late Room when necessary
 - B7. To be responsible for helping children who are unwell, including toileting accidents
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- C1. To know and act on school policies
 - C2. To ensure the safety of the boys both inside and outside
 - C3. To attend Staff Meetings and Assessments when necessary
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- D1. To attend appropriate courses
 - D2. To attend school events if requested by the Headmaster

Priorities:

- Work closely with the teacher
- Think on your feet; be adaptable; flexible
- Support the children individually and in groups
- Be a team player
- Identify the children who need support