



Old Vicarage School

JOB DESCRIPTION – TEACHING ASSISTANT (Maternity Cover)

The teaching assistants are required to support and assist the Class Teacher, offering inspiration and stimulation to pupils to support their learning and ensure a high level of creativity and motivation.

The Teaching Assistant will be required to:

1. Support and assist the class teacher.
2. Ensure safeguarding and health and safety procedures are always followed.
3. Promote the school's values and ethos
4. Promote positive behaviour and help children develop self-regulation and independence.
5. Help foster a warm, caring and friendly environment for the children, supporting pupils' social and emotional wellbeing.
6. Keep a record of individual pupil's progress to assist the class teacher.
7. Set up and put away all classroom toys, equipment and structured play activities.
8. Prepare resources for lessons, under the guidance of the classroom teacher.
9. Mount pupil's work to make displays bright, attractive and engaging.
10. Help the teacher to change classroom wall displays and other displays regularly.
11. Maintain organisation, i.e. labelling of pegs.
12. Keep recreational toys and free-access resources in good order and clean.
13. Attend regular staff and departmental meetings and any necessary training.
14. Attend social functions and school events in support of colleagues.
15. Serve lunch and snacks to Lower School pupils.
16. Supervise breaks in the playground /outside play activities.
17. Clean up after any minor accidents/illness.
18. Tend to children when they are unwell.
19. Any other duties as may be required for the smooth running of the school at the discretion of the Headmistress.
20. Any other duties as may be required for the smooth running of the school at the discretion of the Head.
21. Support in After School Clubs if additional staff are needed during OVS contracted hours

TEACHING ASSISTANTS - PERSON SPECIFICATION

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work. To fill this post, we are looking for:

Essential

- Suitable and relevant Level 3 qualification or childcare equivalent.
- Level 2 literacy and numeracy qualifications.
- Previous experience of working with children Lower School.
- The ability to create a calm and organised classroom environment.
- A high standard of personal presentation.
- A willingness to offer extra-curricular activities after school (Reception class upwards).
- A sense of humour and an optimistic, resilient style when faced with pressure.
- The ability to develop good working relationships with all members of the School community.
- A readiness to wholeheartedly embrace the spirit of our independent prep school.

Desirable experience

- Experience of teaching in an independent school.
- SEND Experience
- Paediatric First Aid Certificate (training will be given if this is not held)

Child Protection & Safeguarding

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

OVS EDI Statement

At the Old Vicarage School, we are committed to ensuring equality of education and opportunity for all girls, staff, parents and carers irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.