



Job Title: Pre-Prep Teaching Assistant

Reporting to: Headmaster

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

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teachers in the management of pupils and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils. Work may be carried out in the classrooms or outside the main teaching area.

Responsibilities & Duties

1. Oversee reading with children in Pre-Prep; track progress and listen to readers;
2. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
3. To supervise and provide particular support for pupils, ensuring their safety and access to learning
4. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided; assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
 - developing appropriate resources to support the children;
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
5. To establish a constructive relationship with the pupils and interact with them according to individual needs;
6. To promote the inclusion and acceptance of all children;
7. To set challenging and demanding expectations and promote self-esteem and independence;
8. To provide the necessary pastoral care to enable children to feel secure and happy;
9. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher; Support for teachers
10. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
11. Monitor pupil's responses to learning activities and accurately record achievement as directed;
12. Provide detailed and regular feedback about the children to the teacher;

13. Contribute to the maintenance of children's progress records;
14. Participate in the evaluation of the support programme;
15. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
16. Establish constructive relationships with parents/carers;
17. Administer routine tests and undertake routine marking of children's work;
18. Support class teachers in photocopying and other tasks in order to support teaching Support for the Curriculum:
19. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;
20. Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
21. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
22. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headmistress or designated staff member;
23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
24. Contribute to the overall ethos/work/aims of the school;
25. Appreciate and support the roles of other professionals;
26. Attend and participate in relevant meetings as required;
27. Where appropriate develop a relationship to foster links between home and school;
28. Liaise, advise and consult with other members of the team supporting the children as appropriate;
29. Contribute to reviews of children's progress as appropriate,
30. Set a good example in terms of dress, punctuality and attendance;
31. Prepare and present displays of children's work as required;
32. Undertake other duties from time to time as required by the Head.

Arrangements for appraisal of performance for the role of the Teaching Assistant will be monitored through the school's performance management programme and by members of the Leadership Team.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing 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 interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

1. Experience working with children of relevant age
2. Good numeracy/literacy skills
3. Training in the relevant learning strategies e.g. literacy



4. Ability to use ICT effectively to support learning
5. Ability to use other equipment technology, e.g. camera, photocopier
6. An understanding of relevant policies/codes of practice and awareness of relevant legislation
7. A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies
8. A basic understanding of principles of child development and learning processes
9. Ability to self-evaluate learning needs and actively seek learning opportunities
10. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities

Work Environment

The school is set in an idyllic rural location with fantastic views of the surrounding countryside. The post holder will join a vibrant team offering a diverse skill set. A Chromebook is issued upon appointment to enable all duties to be fulfilled efficiently using the Google Platform, and protected time will be allocated on the timetable to ensure the successful completion of all aspects of the role. Meals included during the day.

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 Prep Schools Trust; enhanced Disclosure and Barring Service Check; proof of right to work/ live in the UK, and evidence of stated qualifications.

Person Specification

	Essential	Desirable
Qualifications	Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form).	Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications) Good Higher Education or Further Education qualifications including QTS Grade A or B in both English and Maths GCSE or equivalent. First Aid qualifications.
Knowledge and Experience	Experience of supporting children within the Classroom Experience of working in a school and/or nursery context. Excellent literacy knowledge and skills.	Experience of: <i>Teaching and supporting children with SEN.</i> <i>Running intervention programmes.</i> Knowledge of EYFS or KS1/2 assessment, curriculum and planning.

<p>Personal</p>	<p>Enjoy working with children. Able to have a good rapport with children. Dedicated to safeguarding and promoting the welfare of children. Enthusiastic Hardworking, flexible and motivated. Team player and excellent interpersonal skills. Good verbal communication skills including ability to communicate effectively with carers and parents. Able to take the initiative. Confidentiality and sensitivity. Supportive of the Christian ethos of the school.</p>	<p>Ability to work with and manage children with challenging needs – EAL, SEN and very able pupils. Ability and experience of communicating with parents within a school or nursery context. Good IT skills. Skills and interests that could help enrich children’s learning e.g. MFL, cooking, gardening, music and so on.</p>
<p>Other</p>	<p>Willingness to undertake break and lunchtime duties. Willingness to undertake some breakfast club and/or after school club (until 6pm) duties as required.</p>	<p>.</p>