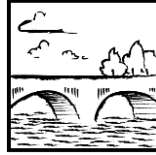


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Caversham Prep

Job Description

Teaching Assistant (Part Time)

The Teaching Assistant reports to the Head of the Early Years.

Purpose

To provide a safe and inclusive playtime experience for all pupils from Nursery to Year 6 and to ensure each individual child is playing in a safe and happy environment.

Key Role

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities.

To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

Qualifications

NVQ or CACHE Level 2 in any of the below:

Childcare (Nursery Nurse)

Children's Care, Learning and Development

Play Work

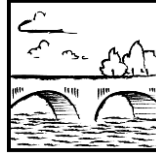
Support Work in Schools (Teaching Assistant)

Supporting Teaching and Learning (Teaching Assistant)

Specific Duties and Responsibilities

Support for Pupils

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Caversham Prep

To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance

To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations

To focus on individual pupils to ensure their needs are being met within the group

To work with other staff to develop and implement the SEN plans

To encourage pupils to interact and work co-operatively with others

To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement

To promote the inclusion and acceptance of all pupils within the classroom

To participate in pupils' play and extend and stimulate language through conversation

Support for Teachers

To liaise with other professionals to ensure an appropriate learning environment

To set out, prepare, use and tidy equipment

To promote home school partnerships

To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence

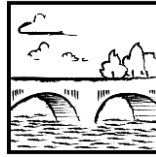
To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required

In class to undertake marking of pupils work as agreed with the teacher and accurately record achievement/progress

To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, receiving and passing money to the school office etc

To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

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Caversham Prep

Support for the School

To promote the policies and ethos of the school, e.g. personal and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

To display pupils work to reflect their achievement

To supervise pupils on outings and visits as required

To supervise pupils at lunchtimes and playtimes

To attend staff meetings as required

To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Head Teacher, receiving training where necessary from the school

To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school

To support and encourage students on childcare courses, work experience, teaching practice, etc.

To be a proactive member of the school and class team

To participate positively and professionally in effective relationships with team members

To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils

To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

To attend relevant courses and learning activities in order to update knowledge as required

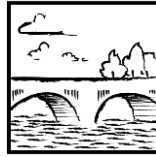
To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

Terms of Employment

The terms of employment include:

- Term time contract

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Caversham Prep

- 15 hours per week

Disclosure and Barring Service

The School is a 'Registered Body' under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder