

# Homefield Preparatory School

FOUNDED 1870



## JOB DESCRIPTION

Post Title: Teaching Assistant

### 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.

Staff may also supervise groups of boys where requested. The primary focus will be to maintain good order and to keep pupils on task and generally assist pupils to undertake set activities.

### Specific Duties and Responsibilities

#### Support for Pupils

- 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 plan with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- 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 listen, support and discuss issues sensitively with parents and carers under the teacher's supervision and to participate in feedback sessions/meetings with parents
- 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 administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- 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.

### **Support for the Curriculum**

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment indoors and outdoors
- To implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

### **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
- 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 Headmaster, 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 undertake planned supervision of pupils' out of school hours learning activities
- 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

**General**

- The Teaching Assistant may be called upon to perform other duties that the Headmaster considers reasonable, that are commensurate with the grading and designation of the post.

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## PERSON SPECIFICATION

The successful candidate **will have, or be able to demonstrate, the majority of the following**. We would expect this to be reflected in the written application and, if shortlisted, through to interviews:

- A real interest in and care for individual pupils
- A desire to form strong relationships with pupils, parents and staff across the whole of the school community and beyond
- A capacity to engage with the community which the school serves
- A passion for the power of education to transform the lives of pupils
- Full commitment to every aspect of school life
- An understanding of the demands of a successful and energetic independent school
- An understanding of the ethos and values of Homefield and the ability to lead by example and with conviction

It is expected that the Teaching Assistant will demonstrate the skills and experience as outlined below: **Those marked with an 'E' considered essential for shortlisting purposes. Please ensure you address these points in your written application.**

- Education to at least Level 3 standard **E**
- Minimum of Level 2 qualification in English and Mathematics **E**
- Experience of working in a school for a minimum of 2 years **D**
- Training or expertise in a relevant curriculum or other learning area (eg maths or literacy) **D**
- Working with children who have specific special/EAL needs **D**
- Experience of using strategies to manage challenging behavior **D**
- Experience of delivering specific intervention programmes **D**
- Knowledge and understanding of relevant policies, codes of practice and legislation including safeguarding **D**
- Develop their knowledge through the evaluation of their own learning needs **E**
- Appropriate first aid training or a willingness to undertake relevant training **D**

### Personal Characteristics

- Excellent inter-personal skills – listening, negotiating, persuading **E**
- Resourceful and resilient, able to work under pressure and able to adapt to change quickly **E**
- Approachable and empathetic **E**
- Able to work independently, but with a strong team ethic **E**
- Pro-active, organised, flexible
- Creative thinker and reflective practitioner **E**