

Role Profile: Teaching Assistant

Purpose

To support learning, teaching, curriculum provision and pastoral care at St Nicholas Prep School.

Key Accountabilities

- a) Work with teachers to foster warm, caring and friendly environments for the children, which maximises their progress academically, socially and emotionally
- b) Work with individual children and small groups to support and enrich learning across the curriculum
- c) Observe, document and report children's learning outcomes, progress and next steps
- d) Prepare resources to support learning
- e) Support the preparation and development of displays to enhance the school learning environment
- f) Complete all related administration tasks and duties required by the teaching staff, the school and the role.
- g) Encourage parents to be actively involved in their child's development

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of NVQ Level 3 or equivalent in childcare • GCSE of equivalent in English and mathematics 	<ul style="list-style-type: none"> • Paediatric First Aid Certificate. • Evidence of ongoing CPD
Skills	<ul style="list-style-type: none"> • Demonstrates a high level of initiative • Well organised, highly motivated • Team player, suited to a collegiate working environment • Positive attitude • Able to establish a rapport with children and adults alike • Able to prioritise and manage workloads, commitments and deadlines to secure successful outcomes • A strong command of spoken and written English 	
Experience	<ul style="list-style-type: none"> • Recent experience of working within an independent school setting 	<ul style="list-style-type: none"> • Experience of working across the EYFS, KS1 and KS2 phases • Experience of supporting outdoor learning programmes, to enhance learning across the curriculum
Other	<ul style="list-style-type: none"> • Willingness to undertake further specialist training as required 	

Key Relationships:

Internal: Pupils, staff, parents

External: Visitors to the school, professionals from outside agencies, Cognita staff and teachers from other schools.

Signed: **Name (print):**

Date: