**Role Profile: Teaching Assistant**

**Purpose**

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

**Key Accountabilities**

1. Work with teachers to foster warm, caring and friendly environments for the children, which maximises their progress academically, socially and emotionally
2. Work with individual children and small groups to support and enrich learning across the curriculum
3. Observe, document and report children’s learning outcomes, progress and next steps
4. Prepare resources to support learning
5. Support the preparation and development of displays to enhance the school learning environment
6. Complete all related administration tasks and duties required by the teaching staff, the school and the role.
7. Encourage parents to be actively involved in their child’s development

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**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**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Minimum of NVQ Level 3 or equivalent in childcare * GCSE or equivalent in English and mathematics | * Paediatric First Aid Certificate. * Evidence of ongoing CPD |
| **Skills** | * 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** | * Recent experience of working with young children | * Experience of working across the EYFS, KS1 and KS2 phases * Experience of supporting outdoor learning programmes, to enhance learning across the curriculum |
| **Other** | * 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: ……………………………………………..**