



## **LOCKERS PARK TEACHING ASSISTANT PREP SCHOOL JOB DESCRIPTION**

Lockers Park is a day and boarding school for boys aged 4-13 with a Pre-Prep for boys aged 4-7. Situated in the heart of Hertfordshire, the school holds an excellent academic reputation, priding itself on preparing pupils for the country's leading public and independent senior schools.

Our main aim is to foster high academic standards within a strong pastoral community where traditional values and modern thinking go hand in hand. The results in academic success are seen each year in our excellent entrance and scholarship exam results.

Small class sizes are a hallmark of the school with a maximum class of 16. Central to the philosophy and ethos of the school is the individuality of each child who we hope to nurture through a carefully considered curriculum that makes full use of the grounds and the Prep School facilities.

We are seeking to appoint a qualified and experienced Teaching Assistant from January 2021.

**Ultimately responsible to:** The Headmaster

**Responsible to:** The Director of Studies

### **Purpose of Role**

To support the teaching, learning and pastoral care of children in the Prep School predominantly Years 5 to 8.

### **Main responsibilities/duties**

To work under the direction/guidance of SENCO/teaching staff/senior staff:

- Develop a positive and supportive relationship with pupils and staff
- Ideally have a sound knowledge and/or experience of KS2/KS3.
- Work alongside teaching staff to ensure pupil safety and welfare within the classroom
- To follow Schemes of Work as guided
- To maintain records of pupil progress
- Encourage pupil interaction and engagement with teacher led sessions
- Support and supervise pupils in small groups or individually to achieve their learning targets
- Provide general administrative support to class teacher
- To carry out supervisory duties as requested
- To attend staff meetings and pastoral meetings as required
- To attend Parents' receptions as appropriate to support teaching staff
- To participate in School INSET during the period of employment before each term begins

- To be involved in Saturday Open Mornings once a term as required
- To take part in educational visits
- To make an active contribution to whole school events
- Comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person

**Hours of work**

Hours of work are 40 per week Monday to Friday between the hours of 8.30am to 6.00pm, flexibility may be required for these hours.

In addition you will be required to work Saturday mornings for term time Open Mornings (for which time off in lieu will be given as agreed with the Headmaster).

You will be expected to attend Inset Days prior to the start of term (usually three days) and to fulfil any duties at the end of term as discussed with the Headmaster.

**Holiday**

You are entitled to all normal School holidays in accordance with the published dates in the School calendar. Holidays must not be taken during term time.

**Salary**

According to experience, to be discussed at interview.

**Probationary period**

12 months

**Pension**

Automatic enrolment into the School's Auto Enrolment Scheme.

**Benefits**

School lunch is provided.

The successful candidate will have the following attributes and competencies:

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Qualified/working towards NVQ Level 3</li> <li>• Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid, but a refresher will be offered</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Excellent professional knowledge</li> <li>• Understanding of Safeguarding and Child Protection</li> </ul>	
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of supporting pupils of all abilities to make excellent progress</li> </ul>	
PROFESSIONAL PRACTICE	<ul style="list-style-type: none"> <li>• Able to relate well to children</li> <li>• Commitment to the ethos of the school</li> <li>• Excellent organisational skills</li> <li>• Able to work as part of a team</li> <li>• Strong IT skills</li> <li>• Excellent classroom practitioner</li> <li>• Excellent planning, communication and organisational skills</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Strong interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people</li> <li>• Is approachable at all times and is empathetic to the needs of others</li> <li>• Be able to work flexibly as workloads require and take ownership of tasks</li> <li>• Attention to detail and ability to actively question and clarify information</li> <li>• A commitment to regular on-going professional development and training to establish outstanding classroom practice</li> <li>• An open mind and an ability to change and adapt</li> <li>• Good sense of humour</li> </ul>	
INTERESTS/EXTRA CURRICULAR ACTIVITY	<ul style="list-style-type: none"> <li>• Able and willing to undertake additional duties as part of the whole school team</li> <li>• Attendance at school events</li> </ul>	

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.