



JOB TITLE:	Prep School Teaching Assistant
LOCATION:	Giggleswick Prep School
RESPONSIBLE TO:	Head of Prep School
HOURS OF WORK:	40 hours per week over 5 days Monday - Friday, Term Time Only 33 weeks PA. 8:30 – 5:00pm with 30 mins lunch. In addition, you will be required to attend staff training sessions at the start of each term, usually 4 days a year and occasional Open Mornings.
SALARY:	GATA Point 1 - 5
FTE	1
START DATE:	1 September 2025

Job Overview

Teaching Assistant

Working alongside teachers in the classroom, helping pupils with their learning on an individual or group basis, leading the delivery of targeted interventions for identified pupils in areas such as reading, spelling, writing and Maths across Key Stage 1 and 2, and monitoring progress. Supporting the school's daily activities programme, as well as various school events across the year. Supporting the school duties, including break and lunch time supervision. Assisting in our Pre-school as required.

Job Purpose

To assist the SENCo and Prep School Deputy Head (Academic) with the implementation of Learning and Management Profiles (LaMPs) and discussing progress with teachers and pupils. To support the role of the Prep School PA by assisting with general administration tasks.

Main duties and responsibilities

- Working across all classes in the Prep School, and Pre-school, taking an active role in ensuring all pupils achieve their learning targets and promoting positive behaviour that enables pupils to interact and work co-operatively with others and engage in all activities.
- Teaching and supporting groups of Prep School pupils to improve their literacy and numeracy skills, which could include the delivery of Phonics.
- Supporting the learning process under the direction of the Deputy Head, teaching or other appropriate staff.
- Contributing to the implementation of LaMPs (where appropriate).
- Participating in relevant training including child protection as appropriate, attending staff meetings and training days.
- Supporting the School's aims and following all appropriate policies.
- Delivery of specific learning support interventions (such as CatchUp Literacy).
- Support staff in the delivery of the school's annual Drama production, for example, in assisting in choreography, costumes and makeup.
- Support Senior School lessons if required.
- Supervise pupils during break and lunch periods (on a rota).

Additional responsibilities

- Supporting pupils' learning and to contribute effectively and with confidence to the classes in which you are involved.
- Assist with the school's break/lunch supervision.
- Contribute to parent events such as school events.
- Help lead activities for pupils on Exeat or half-term Friday's (1pm-4pm).
- Support staff during activity/CASE sessions.
- Being familiar with the primary school curriculum, the age-related expectations of pupils, the main teaching methods, and the testing/examination frameworks.
- Using IT to advance pupils' learning and using common IT tools for personal and pupils' benefit.
- Monitoring pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- Using clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning.
- Contributing effectively to teachers' planning and preparation of lessons.
- Monitoring pupils' responses to learning tasks and modifying your approach accordingly.
- Liaising sensitively and effectively with parents and carers.
- Taking a lead with developing behaviour strategies, being proactive in managing behaviour to promote self-control, independence, and integration.
- Demonstrating and promoting the positive values, attitudes, and behaviour you expect from the pupils you work with.
- Promoting the inclusion and acceptance of all pupils within the classroom.
- Building and maintaining successful relationships with pupils, treating them consistently, with respect and consideration, and being concerned for their development as learners.
- Providing other administrative support including dealing with photocopying, correspondence, making phone calls, school display boards etc.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Providing cover of lessons if required (under the direction of class teachers), including at Pre-school.

Other

1. Other tasks may develop and been added to this role, following suitable training and subject to time available.
2. Be fully knowledgeable of the Health and Safety regulations in the area of responsibility.
3. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

4. This job description may be amended at any time following discussion between the Head and member of staff and will be reviewed annually.
5. You will be expected to be fully conversant with and implement the School's range of equality and diversity and safeguarding policies and procedures to ensure the health, safety and welfare of all pupils and staff.
6. You will participate in the School's appraisal scheme and undergo further professional development in line with the needs of the School.
7. You will support with any other duties commensurate with grade and status as may reasonably be requested.

Person specification		
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Evidence of high standards of literacy and numeracy to a minimum GCSE English and maths Grade A*- C. 	<ul style="list-style-type: none"> • Level 3 qualification for a General Teaching Assistant role.
Values/Personal Qualities	<ul style="list-style-type: none"> • Smart, professional appearance. • Drive, commitment and enthusiasm. • Sensitive to the concerns of others. • Be able to work well with others and take initiative where necessary. • Be reliable, conscientious, and responsible. • Enthusiastic, have energy, patience, and a good sense of humour. • Ability to maintain confidentiality and privacy of School and Pupil matters. • Empathy with Giggleswick's core values and mission. 	<ul style="list-style-type: none"> •
Experience & Knowledge	<ul style="list-style-type: none"> • Have experience of working as a Teaching Assistant within the Primary sector. • Proactive approach to work. • Have experience of working with pupils with SEND, including Dyslexia within the primary age range. 	<ul style="list-style-type: none"> • • Attended relevant training in aspects of Learning Support, e.g. specific learning difficulties, classroom management, safeguarding. • Drama/Performing Arts experience
Skills	<ul style="list-style-type: none"> • Be a good, clear communicator (written and verbal), able to relate to both staff and Primary age pupils. • Competent IT user. 	<ul style="list-style-type: none"> • • At ease using virtual communication methods such as Microsoft Teams.

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforces. We aim to provide quality and fairness for all job applicants and employees and not to

discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact **Human Resources, hr@giggleswick.org.uk**.

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.