WELLINGTON COLLEGE PREP

JOB DESCRIPTION

Job Title:	Teaching Assistant	**Reports to**	Head of Learning Support

Purpose of the Position:

The Teaching Assistant provides high-quality support to pupils across the curriculum, helping to create a positive, inclusive and supportive learning environment at Wellington College Prep.

Working under the direction of the Head of Learning Support and teaching staff, the Teaching Assistant supports pupils within the classroom and through targeted individual or small-group work. The role helps pupils to access learning, develop confidence and independence, and make positive progress.

The Teaching Assistant will work flexibly across the School, supporting pupils in Early Years, Key Stage 1 and Key Stage 2 according to the needs of the School. The Teaching Assistant also contributes to the wider life of Wellington College Prep through pupil supervision, school activities, trips and events.

Departmental Information

Wellington College Prep provides an engaging and nurturing learning environment for pupils aged 3 to 13, where children are encouraged to develop curiosity, confidence and independence.

The Learning Support team works collaboratively with teaching staff across the School to support pupils' learning, development and wellbeing. Support is provided within the classroom and, where appropriate, through targeted individual and small-group work, responding to pupils' age, stage of development and individual learning needs.

Teaching Assistants work closely with the Head of Learning Support, teachers and other colleagues to provide appropriate and responsive support for pupils across the School.

Main Tasks and Responsibilities:

- Support pupils within lessons under the direction of teaching staff.
- Work with individual pupils and small groups to support learning, engagement and participation.
- Provide appropriate learning support for pupils with SEND and/or additional learning needs, in accordance with guidance from the Head of Learning Support and teaching staff.
- Support the delivery of planned learning interventions for individual pupils or small groups, in accordance with guidance from teaching or Learning Support staff.
- Adapt learning materials and resources, under the direction of teaching staff, to help pupils access the curriculum and support individual learning needs.
- Support pupils' learning, wellbeing and social and emotional development, promoting confidence, self-esteem, independence and increasing responsibility for their own learning.
- Support appropriate standards of pupil behaviour and encourage positive approaches to learning.
- Work flexibly across Early Years, Key Stage 1 and Key Stage 2, adapting support appropriately according to pupils' age, stage of development and individual learning needs.
- Contribute to a positive, inclusive and well-organised learning environment.
- Maintain appropriate pupil records and observations as required.
- Assist with the preparation and organisation of learning environments, materials and resources.
- Support pupils in the appropriate use of digital learning resources and technology.
- Prepare and maintain displays and learning resources where required.
- Work effectively with teaching and support colleagues, following agreed approaches and sharing relevant information appropriately.
- Assist with administrative and classroom tasks associated with supporting teaching and learning.
- Support the health, safety and wellbeing of pupils, following School policies and procedures and reporting concerns appropriately.
- Support the appropriate supervision of pupils during the school day, including duties and at school activities, trips and events, as required.
- Participate in appropriate training and continuing professional development.
- Contribute positively to the wider life of the School.

Person Specification – Knowledge and Experience

Essential

- GCSE English and Mathematics at Grade 4/C or above, or equivalent qualifications.
- Relevant experience of working with children in a learning, education, childcare or other child-focused setting.
- Experience of supporting children's learning, development or activities.
- An understanding of how to support children's learning, development and wellbeing.
- An understanding of safeguarding and the responsibilities associated with working with children.

Desirable

- A relevant Level 2 or Level 3 Teaching Assistant, Early Years, childcare, SEND or education qualification.
- Experience of working within a school or educational setting.
- Experience of supporting children across more than one age group or key stage, ideally including Early Years, Key Stage 1 and/or Key Stage 2.
- Experience of supporting pupils with SEND and/or additional learning needs.
- Experience of supporting individual or small-group learning activities or targeted interventions.
- Knowledge of child development relevant to the primary and/or prep-school age range.
- Relevant first-aid training, or willingness to undertake appropriate training as required.

Skills and Personal Qualities

- Communicates clearly, patiently and appropriately with pupils, colleagues and the wider School community.
- Builds positive, professional and appropriate relationships with pupils, encouraging confidence, participation and independence.
- Is well organised, with good attention to detail and the ability to manage priorities effectively in a busy school environment.
- Works collaboratively with teaching and Learning Support colleagues, whilst using initiative appropriately and following agreed direction.
- Is flexible and adaptable, with the confidence and willingness to work with pupils across Early Years, Key Stage 1 and Key Stage 2.
- Adapts communication and support appropriately according to pupils' ages, stages of development and individual learning needs.
- Remains calm, consistent and professional when responding to changing pupil needs and the demands of the school day.
- Handles sensitive and confidential information discreetly and maintains appropriate professional boundaries.
- Demonstrates an inclusive and supportive approach, treating pupils fairly and with dignity and respect and responding appropriately to individual needs.
- Demonstrates a commitment to safeguarding and promoting the welfare and wellbeing of pupils.
- Is willing to contribute positively and collaboratively to the wider life of the School.
- Demonstrates a commitment to ongoing professional development and to developing relevant knowledge and skills in learning support, SEND and child development.

The School reserves the right to amend the duties and responsibilities of this role to meet operational requirements. In exceptional circumstances, the post holder may be asked to undertake other duties of a similar nature to support workload peaks or staff shortages, with consideration given to their skills and capacity. Any changes will be communicated clearly and implemented fairly.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, an enhanced DBS check, and compliance with the School's Safeguarding and Child Protection Policy.

Employees must follow the School's Health and Safety Policy, taking reasonable care for their own safety and that of others. Staff are required to use equipment and personal protective items correctly, in line with training and instructions, and to comply with all relevant risk assessments. Any hazards or concerns should be reported promptly.