REDDAM HOUSE
BERKSHIRE

Job Description
Junior School Teaching Assistant

Line Manager/Reporting into: Head of Junior School
Contract Type: Permanent
Start Date: January 2027
Hours: Part-time - Wednesday and Friday 12:15-16:15

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Throughout school our emphasis is on independence; we expect our students to work hard in the belief that success is in his or her own hands. From babies in our Early Learning School through to our Sixth Formers moving on to University, students are active participants in setting the direction of their educational journey, developing a love of learning and being empowered with the self-discipline that provides the bedrock for success."

We have 800+ students between the ages of 3 months and 18 years that are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and are given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

ROLE SUMMARY & JOB PURPOSE

Teaching Assistants within the Junior School support the learning, development, welfare, and wellbeing of pupils throughout the school day. Teaching Assistants work closely with teachers to provide high-quality educational support, promote positive behaviour, and contribute to a nurturing, inclusive, and inspiring learning environment. The role also includes lunchtime supervision duties to ensure the safety and wellbeing of pupils throughout the lunch break.

ROLE RESPONSIBILITIES

- Assist the class teacher in delivering engaging and effective learning activities.
- Support individual pupils and small groups to access the curriculum and achieve their full potential.
- Help prepare and organise classroom resources, displays, and learning materials.
- Reinforce learning objectives through targeted interventions and follow-up activities.

- Support pupils with varying learning needs, including those with SEND, English as an Additional Language (EAL), or requiring additional challenge.
- Promote pupil independence, confidence, and resilience in learning.
- Monitor and record pupil progress as directed by the class teacher.
- Assist with educational visits, school events, performances, and extracurricular activities.
- Foster positive relationships with pupils, acting as a trusted and supportive adult.
- Promote the school's values, expectations, and standards of behaviour.
- Encourage positive social interactions and respectful conduct.
- Support the emotional wellbeing of pupils and report concerns appropriately.
- Assist with first aid and personal care needs where required and appropriately trained.
- Maintain confidentiality and professionalism at all times.
- Support the implementation of school behaviour policies and classroom expectations.
- Help create a calm, safe, and inclusive learning environment.
- Use positive behaviour management strategies to encourage engagement and participation.
- Support pupils in developing organisational, social, and emotional skills.
- Supervising pupils in dining areas, classrooms, playgrounds, and designated outdoor spaces.
- Ensuring pupils eat safely and demonstrate good manners and respectful behaviour.
- Encouraging positive play, inclusion, and social interaction amongst pupils.
- Monitoring pupil welfare and responding appropriately to minor incidents or concerns.
- Supporting the safe movement of pupils between lunch, play, and afternoon lessons.
- Administering basic first aid where appropriately qualified and trained.
- Reporting accidents, behavioural incidents, safeguarding concerns, or welfare issues in accordance with school procedures.
- Ensuring playground equipment and play areas are used safely.
- Promoting a positive, enjoyable, and safe lunchtime experience for all pupils.

Co-curricular expectations

Further to this, every member of staff has some responsibility towards the provision of co-curricular activities, which are a central feature of a Reddam House education. Each member of staff is also responsible for ensuring that students' behaviour is appropriate and as good as it can be. It is very important that we are all positive about the benefits that membership of our diverse community of students brings to every member of our community.

• To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents.

Professional Development

- To keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings
- To undertake training to achieve the competence required to operate the management information systems and the associated hardware and software provided by Inspired
- To liaise with and establish networks with other schools across Inspired Group

General Responsibilities

- Always upholding Reddam House's Child Protection and Safeguarding Policy
- To have a working knowledge of all relevant Policies and Procedures;
- Always adhering to Reddam House's Code of Conduct; maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with pupils, parents and colleagues
- To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them;
- Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- Attending INSET days as required.

- To observe all Health and Safety requirements to maintain a safe environment for students, colleagues and parents.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience. The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times.