

The Froebelian School

Teaching Assistant (Pre-Prep age 3-7) - Job Description



Line of responsibility:

The Teaching Assistant will be directly responsible to their class teacher and Key Stage Leader. Other main contacts of the role are: Headteacher/Senior Leadership Team, support staff and pupils.

Working Hours:

8.15am to 4.15pm Monday to Friday.

Salary:

Up to £16,750 per annum (FTE £20,938).

Holidays:

11 to 16 weeks holiday per year.

Main Duties:

The Teaching Assistant must carry out their duties with full regard and commitment to the School's policies and procedures. The main duties and responsibilities are indicated below. This list is not exhaustive and other duties of an appropriate level and nature may also be required, as directed by the Headteacher/Senior Leadership Team.

Support for pupils:

1. To promote the inclusion and acceptance of all pupils;
2. To provide a happy, stimulating, safe and secure environment where all children are encouraged to meet their potential;
3. To ensure the children's general safety and well-being and to attend to children's personal needs, including pastoral, social, health, physical hygiene, and minor first aid and welfare matters;
4. To provide a high standard of physical, emotional, social and intellectual care for children within the setting;
5. To establish good relationships with pupils and be a role model by presenting a positive personal image and responding appropriately to individual needs;
6. To supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities;
7. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of support plans;
8. To supervise groups, and occasionally whole classes, for a lesson/session in the classroom or outside the main teaching area as required;
9. To ensure consistently high-quality interactions and use of age-appropriate language with the children;
10. To encourage pupils to act independently as appropriate;
11. To assist in the behaviour management of pupils;
12. To provide regular feedback on children's development to the class teacher; and
13. In consultation with the class teacher, to liaise with parents to ensure that they are happy with the standard of care and have sufficient knowledge of their child's progress.

Support for Teachers:

1. To work as part of the team to deliver an outstanding standard of teaching, care and provision;
2. To work in accordance with the requirements of the teacher and in accordance with all statutory frameworks, School policies and procedures and regulatory bodies;
3. To actively contribute to the preparation of activities for the class.
4. To work with other professionals (e.g. speech therapists) when appropriate;
5. To carry out regular observations of the children, monitoring pupils' responses to learning activities and providing feedback to the teacher following individual or group work activities;
6. To undertake pupil record-keeping: recording information and data;
7. To help keep an accurate register of attendance of children within the class;
8. To provide curricular clerical/admin support, e.g. photocopying, making lists, collection of homework/reading books;

9. To prepare the classroom for lessons and clear afterwards, as appropriate;
10. To assist in the development and implementation of behaviour management strategies; and
11. To build and maintain strong 'parent as partner' relationships to enable the child to develop and flourish and that their needs are always considered.

Support for the Curriculum:

1. To undertake structured and agreed learning activities, adjusting these according to pupils' needs and responses;
2. To support in the delivery of high-quality activities making full use of the indoor and outdoor space as an integral part of provision;
3. To support the use of ICT in learning activities and develop pupils' competence and independence in its use; and
4. To contribute ideas to planning for the class, and sourcing and preparing resources.

Support for the School:

1. To be alert to issues of safeguarding children and child protection, ensuring that the welfare and safety of children attending the school is promoted and safeguarded and to report any child safety/protection concerns to the Designated Person/SLT immediately using current safeguarding policies, procedures, and practice;
2. To be aware of and comply with policies and procedures regarding health and safety, security, confidentiality and data protection; reporting any concerns to the relevant member of staff;
3. To report accidents and to complete risk assessments in line with policies;
4. To maintain the cleanliness and maintenance of the classroom, outdoor learning areas and equipment to conform to Health and Safety requirements at all times;
5. To maintain good relationships with all colleagues and work together as a team; and
6. To maintain and exceed the care and provision standards as monitored by the Independent Schools Inspectorate.

General Standards and Responsibilities:

- To support the aims, values and ethos of the school as published on our website;
- To set a good example in terms of dress, conduct, punctuality and attendance in accordance with the Staff Code of Conduct;
- To attend team and staff meetings and to be proactive in personal development;
- To give the highest priority to matters of health and safety and child protection;
- In consultation with teachers, to develop an understanding of relevant curriculum and assessment issues;
- To ensure that your knowledge and skills in ICT will help to advance pupils' learning; and
- To offer loyalty to the school and to colleagues.

Duties & Activities:

All staff are expected to carry out a range of activities and duties, contributing to the wider school community and the smooth running of a busy and successful school:

- To undertake playground supervision and other duties as required;
- To contribute to the extra-curricular activities of the school which take place regularly at lunchtime or after school;
- To undertake any other duties or responsibilities as may be reasonably directed by the Headteacher or any other person with appropriate authority;
- To support school activities which occur outside normal working hours (e.g. Speech Day, Parents' Evenings, sporting events, concerts and services); and
- To support the Friends, Parents & Teachers Association and attend their events as requested which may fall outside of normal working hours.