Full time Teaching Assistants

Required for September 2021. We are seeking enthusiastic classroom assistants to join the committed, professional team in our busy Pre-Prep Department (3-6 year-olds). NNEB Level 3 or Teaching Assistant Training Level 3 is essential. Please complete the application form which should be emailed to Mrs Louise Roberts to lroberts@daneshill.surrey.sch.uk or by post to Mrs Louise Roberts. Pre-Prep, Danes Hill Pre-Prep School, Bevendean, Steels Lane, Oxshott, KT22 0QQ.

The closing date for applications is **Wednesday 19th May**. Interviews for short-listed candidates will be **Monday 24th May and Tuesday 25th May.** Successful applicants will be informed by **Wednesday 26th May.** Danes Hill is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

**DANES HILL SCHOOL**

**Job Description for Pre-Prep Teaching Assistant**

**Job Purpose:**

To support the form teacher in the delivery of the curriculum and pastoral care of the children.

Organisation Relationships:

1. Directly responsible to the form teacher, Head of Year and Head of Pre-Prep.

2. Directly responsible for ensuring resource provision as directed by the form teacher.

3. Other supervisory responsibilities – the supervision of small groups or individual children under the direction of the form teacher; playground and lunchroom supervision as requested.

4. Pastoral care of the children.

**Main Duties:**

This job description serves to indicate a range of duties and level of responsibility involved.  It is not necessarily exhaustive.

Under the direction of the form teacher:

1. Hear children read on a daily basis, to keep accurate records and to liaise frequently with form teacher with regard to each child’s progress.

2. To participate in the planning of programmes of study for groups of pupils.

3. To assist in the preparation and adaptation of teaching materials which facilitate pupils’ access to the curriculum; to ensure the general tidiness and stimulating appearance of the classroom.

4. To assist with procedures for the monitoring, assessment and recording of the pupils’ progress.

5. To contribute, where appropriate, to any multi-disciplinary discussion of pupils’ needs/progress.

6. To participate in relevant staff development activities.  (INSET)

7. To move from class to class if required to do so by the Head Pre-Prep.

8. To respond to children’s needs for support where appropriate, both academically and pastorally.

9. To support the Head of Pre-Prep and other staff in the maintenance of discipline and a caring ethos throughout the school.

10. To supervise late club participants on a rota basis until 4:20pm.

**General**

1. To treat as confidential all matters relating to the personal progress or circumstances of individual children, members of staff and parents.

2. To attend all departmental meetings such as sports days, parents’ sessions etc including the evenings and weekends and any major school functions requested by the Head of Pre-Prep.

3. To support and promote the name of Danes Hill in a loyal and confidential manner.

4. To be aware of and accept all conditions in the Staff Handbook.