



HALSTEAD PREPARATORY SCHOOL

Woodham Rise, Woking, Surrey GU21 4EE

Job Description for Early Years (Nursery) Teaching Assistant

Commencing from:	January 2020
Line Manager:	Head of Pre-Prep
Hours:	Full-time: Monday-Friday 7:15am – 5:00pm (until 5:30pm in the Early Years' After School Care, when required) with appropriate breaks during the day. Attendance at School is required during the School term and on staff training days. Holidays are to be taken during the School holidays.
Summary of the role:	A suitably qualified, caring and professional person is required to assist in the Early Years section of the school. This particular role will be to assist in a Nursery classroom ensuring that our very high standards of care and education are maintained.
Job specification:	<ul style="list-style-type: none">• To supervise children travelling on the School minibus in the mornings (approx. 7:20-8:10am) or to assist in Before School Care provision.• Communicate with the Nursery Class leader and be familiar with lesson/activity plans• Act as the key person for some pupils• Assist the Nursery Class leader in the observation and assessment of pupils• Work with the Nursery Class leader in communicating with parents day to day• Attend meetings for planning, assessment and any other team meetings, as required• Always have the pupils' best interests at heart and be sensitive to their needs• Adhere to school policies• Maintain good order of pupils and safeguard their health and safety• Accept advice from the Nursery leader, Head of Pre-prep, Headmistress or members of the Senior Management Team• Undertake reasonable tasks as required by the Head, including break and lunch-time supervision as required• Maintain high standards of appearance, punctuality and professional behaviour• Attend all INSET days and any other professional development as required by the Headmistress

	<ul style="list-style-type: none"> Attend school events such as Parents' evenings as necessary
Person Specification:	<p>Knowledge and expertise It is essential for all Early Years staff at Halstead Preparatory School to possess the following knowledge and expertise:</p> <ul style="list-style-type: none"> at least an appropriate Early Years Level 3 qualification A range of successful experience and understanding of the education of young children <p>Skills and Attributes: The assistant will be expected to show:</p> <ul style="list-style-type: none"> Enthusiasm and a positive outlook Excellent interpersonal skills with a warm and encouraging personality The ability to relate well to children, colleagues and parents Sensitivity, diplomacy and tact The ability to maintain confidentiality The ability to work as part of a team as well as to follow instructions and use initiative Good organisational skills Willingness to become fully aware of and support the school's commitment to safeguarding pupils. The ability to maintain a view of the 'big picture' and a sense of humour in all situations!
Remuneration	<p>The full-time Salary is dependent on qualifications and experience in line with Teaching Assistant salary. All staff are entitled to refreshments throughout the day and a School lunch.</p>
<p>You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.</p>	
<p><i>Halstead Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</i></p>	

Applications should be made on the school's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Mrs P Austin. You are welcome to submit your CV along with your application form if you so wish.

Mrs P Austin, BA (hons) LTCL PGCE NPQH, Headmistress
Halstead Preparatory School, Woodham Rise, Woking, Surrey, GU21 4EE

**The closing date for applications is Wednesday 16th October at 12noon.
Interviews will be arranged on receipt of strong applications and no later than week beginning 21st October 2019.**