

Job Description

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.

Role: Teaching Assistant

Reporting to: Head

Summary role: To act as Teaching Assistant in one or more pre-prep classes, providing dedicated care and support to enable access to learning for pupils and to raise overall achievement and involvement, both inside and outside the classroom.

Key duties

In support of pupils

- Develop an understanding of individual pupil learning support needs
- Supervise and provide particular support for pupils, individually and in group situations, ensuring their safety and access to learning activities
- Establish a constructive relationship with the pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all children
- Promote self-esteem and independence
- Provide the necessary pastoral care to enable children to feel secure and happy
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Take into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
 - developing appropriate resources to support the children;
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.

In support of the curriculum and teachers

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support individuals, groups and classes in their learning and pastoral development, as directed by the Head and Class Teachers
- Undertake intervention programmes linked to local and national strategies, recording achievement and progress, and feeding back to teacher
- Support the use of ICT in learning and activities and develop pupils' competence and independence in its use
- Assist with the flow of information to members of staff, parents, pupils and others

- General classroom support for pupils and Class Teacher e.g. in preparing and maintaining resources, planning activities etc
- Attendance at staff meetings, INSET and other training, as directed
- Supervision of pupils inside and outside
- Monitor pupil's responses to learning activities and accurately record achievement
- Provide detailed and regular feedback about the children to the teacher
- Contribute to the maintenance of children's progress records
- Participate in the evaluation of the support programme
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of children's work

Administration

- Communicating with parents on the Class Teacher's behalf in person, by email or phone
- Assisting at school events
- Assisting the school office with telephone reception duties, if required
- The provision of First Aid support to pupils (appropriate training will be given)
- Assisting with displays in school and external noticeboards
- Recording significant incidents with pupils including behaviour-related reports and following up agreed action
- Supporting playground preparation and upkeep of play equipment
- Supervision of break and lunchtime activities, breakfast club and/or after school care
- Accompany pupils, with other staff members, to off-site events/visits
- Accompanying groups across the site to various facilities, learning and play areas
- Assist in games lessons
- Completing duties as directed to include parental contact at the beginning and end of the school day

General responsibilities

- To ensure all duties are carried out in accordance with Health and Safety regulations and with due regard to Child Protection and Safeguarding, confidentiality and data protection
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Head

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities, tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.

Person specification

Role: Teaching Assistant

	Essential	Desirable	Evidence/ Assessed By
Safeguarding and pastoral care	• Demonstrates a commitment to the highest level of safeguarding standards and has strong knowledge of their application in practice • Has a genuine commitment to pupil wellbeing and personal development	• Level 2 safeguarding training	Interview, references
Qualifications and Education	• Good basic education to GCSE level in English and Mathematics, or the equivalent • A relevant qualification in Childcare and/or Early Years Education at a minimum of Level 3	• Paediatric First Aid Qualification • Further training/ qualifications relevant to EYFS/Key Stage 1	• Application • Career record
Experience	• Experience of working in a primary school or nursery setting	• Experience of working in an independent school	• Application • Interview
Knowledge and understanding	• Knowledge and experience within Key Stage 1 and/or the Early Years Foundation Stage curriculum • Knowledge and understanding of: – the needs of young children – child development and the ways in which children learn – behaviour management strategies – equal opportunities • Ability to use language and other communication skills that parents and pupils can understand and relate to • Ability to use basic ICT personally and with children	• Knowledge of safeguarding and pastoral issues • Effective use of ICT to support planning and assessment	• Application • Interview

	to support them in their learning • Ability to carry out and report on systemic observations of pupils' knowledge, understanding and skills • Ability to offer constructive feedback to pupils to reinforce self-esteem		
Skills	Ability to: • assist children on an individual basis, in small group and whole class work • explain tasks simply and clearly and foster independence • supervise children and adhere to defined behaviour management policies • liaise and communicate effectively with others • demonstrate good organisational and written communication skills • reflect on and develop professional practice • display work effectively, and make and maintain basic teaching resources	Ability to: • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand • demonstrate the ability to learn and adapt from past experience	• Application • Reference • Interview • Task
Personal characteristics	• Approachable, enthusiastic and patient • Committed to promoting the welfare and safeguarding of children • Ability to inspire pupils • Ability to embrace change with enthusiasm and a positive outlook and commitment to high standards • A sense of humour • Ability to work effectively and supportively as a part of a small team		• Interview