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**Kingshott School**

**Job Description**

**Teaching Assistant with Minimum Level 3**

1. **The Position:**

The post holder will work as a Teaching Assistant in our Pre-Prep classes.

1. **Expectations:**

* To support the ethos of the school and work in accordance with its declared aims and policies.
* To maintain high expectations and standards in children’s behaviour and learning.
* To safeguard, at all times, the health and safety of all within the school.
* To maintain high standards of timekeeping.
* To participate in meetings reasonably arranged for any purpose relevant to professional duties.
* To participate in Continuous Professional Development including Staff Appraisal.
* To support the extra-curricular life of the school where appropriate.
* To attend after school events as necessary.
* To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
* To promote and support the inclusion of all pupils in the learning activities in

which they are involved.

* Participate in performance management arrangements and undertake training and development activities.
* Under the guidance of the class teacher to deliver learning activities to individual and groups of pupils and, on occasion, to the whole class.

1. **Qualifications:**

* A full and relevant Level 3 qualification for EYFS, or above.

1. **General Areas of Responsibility:**

* **Teaching Assistant:**

Working one-to-one or with small groups of pupils, under the direction of the Pre-Prep teacher.

Preparing the classroom for lessons.

Preparing the outside classroom, under the direction of the Pre-Prep teacher.

Helping with the preparation of resources.

Tidying up and keeping the classroom in good order.

Creating displays of pupil’s work.

Helping on school outings or at school events.

Attendance at meetings, as required by the Head of Pre-Prep.

1. **Key Attributes and Skills:**

* Organised
* Reliable
* Dependable
* Positive
* Honest
* Team player
* Nurturer/counsellor
* Motivator and self-motivated
* Enthusiastic
* Energetic
* A fondness of children of all ages and devotion to their well-being and development
* Good communicator, articulate and diplomatic
* IT literate

*This Job Description is subject to alteration in discussion with the post holder as necessary.*