

## Pre-Prep Teaching Assistants

**Contract:** Permanent

**Working Hours:** Part-time/Full-time

<b>Job Purpose</b>	To work with the teaching team to support all aspects of teaching and learning and to provide high standards of supervision and pastoral care for all children.
<b>Accountable to</b>	Head of Pre-Prep
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• Ensure that a caring and stimulating environment is provided for pupils, that takes into account individual developmental needs.</li> <li>• Work as a member of a team, contributing to the planning for preparation, delivery and evaluation of learning experiences.</li> <li>• Prepare, set-up, manage and clean up materials and equipment, in both indoor and outdoor learning areas.</li> <li>• Help to maintain a clean, tidy and well organised learning environment.</li> <li>• Observe and assess children’s development to provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• Maintain the positive ethos and core values of the school, both inside and outside the classroom ensuring equality of opportunity for all.</li> <li>• Support the whole school community and maintain strict confidentiality.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom.</li> <li>• Support the needs of all pupils during lessons, through differentiation of tasks, explanations and scaffolding.</li> </ul>

	<ul style="list-style-type: none"> <li>• Carry out duties as required (including after school), making sure that children are monitored and assisted during this time.</li> <li>• Complete any behaviour logs and make class teacher aware of any issues witnessed.</li> <li>• Be responsible for keeping and updating records as agreed with the teacher.</li> <li>• Liaise sensitively and effectively with parents/carers.</li> <li>• Maintain good order and discipline amongst all pupils in the school, in accordance with the school's behaviour policy.</li> <li>• Promote independence and employ strategies to recognise and reward achievement and self-reliance.</li> <li>• Be flexible within areas of work and working practices of the Pre-Prep department.</li> <li>• Undertake specific childcare tasks such as intimate care when required.</li> <li>• Work alongside teachers and other staff to ensure the philosophy behind the school is fulfilled.</li> <li>• Act as an ambassador for Crosfields School and maintain a positive image of its aims and objectives.</li> <li>• Participate in the appraisal system for their own performance.</li> <li>• Attend and participate in staff meetings, courses, open mornings, parent consultations and professional development days.</li> <li>• Supervise pupils on visits, trips and out of school activities as required.</li> <li>• Administer First Aid as appropriate.</li> <li>• Carry out any other duties required</li> </ul>
<p><b>Review and Amendment</b></p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.</p>

*Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#).*

*As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.*

*Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).*