



Sherborne House School Job Description

Teaching Assistant

Name:

Line Manager:

Contracted hours: 37.5 hours

Weeks in the year: 36 to include 5 INSET days, term-time only

Salary: £19,047

Purpose of the Post

- To assist in the provision of high quality, professional care for children within all areas of the school maintaining high standards and supporting the ethos of Sherborne House School
- To work with and support colleagues in the care of the Sherborne House children, in a way that meets their educational, physical, social, emotional, intellectual and developmental needs
- To work as a valued member of the school team, providing a safe, caring and stimulating environment for all children and showing initiative and creativity.

Principal Accountabilities

- To adhere to the school's policies and procedures, ensuring that high standards are maintained
- To establish good relationships with the parents and carers of each child, to ensure that the adults are informed about and engaged in their child's education and development
- To support the work of all staff, both teaching and support in ensuring that children have access to a curriculum that enables them to achieve their social, emotional and educational targets
- To assist other staff with the assessment procedures that will ensure children's progress, by listening, observing and contributing to discussions as required
- To assist in maintaining a recording system for individual children, that will enable effective storage and retrieval of information that can be shared with parents and other professionals and agencies, being aware of the confidentiality of the information contained therein
- To be aware of policies and procedures relating to Child Protection, health, safety, security and confidentiality, reporting all concerns to the Head of Lower School, so ensuring the children's wellbeing
- To maintain a First Aid certificate and attend training as required.
- To attend training in connection with Fire Safety and Marshalling

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- To attend training in connection with Child Protection and SENCo issues as required.
- To attend all other curriculum training as required in order to effectively carry out your role as a Teaching Assistant
- To undertake day to day duties to ensure that high standards of care, cleanliness and hygiene are maintained within the classroom and associated areas
- To undertake any reasonable request by the Head Teacher/Line manager

Main Duties and Responsibilities

As well as assisting the teaching and welfare of all children within the school, the Teaching Assistant will be required:

- To contribute to the planning and implementation of appropriate programmes of activity for the children both within the school day and during attendance at Early Morning Club
- To have a full understanding of school systems of record-keeping and keep records of the children's development
- To assist in the provision of an attractive and stimulating range of equipment activities and displays indoors and out, relevant to the ages and needs of the children
- To assist in the provision of a high quality environment to meet the needs of individual children
- To be familiar with the ISI guidelines and recommendations of good practice and to assist in their implementation
- To share in the responsibility for safeguarding and promoting the welfare of all children
- To understand and ensure all EYFS/whole school policies and procedures are followed
- To understand and ensure all EYFS/whole school curriculum and statutory requirements are followed
- To liaise with parents and encourage their involvement in the aims of the school and in aspects of their children's care
- To assist in the school's Early Morning Club ensuring that the well-being and general care of the children is maintained at all times, and to work with groups of children to ensure they are profitably occupied and assisted.
- To assist in the supervision of children on coaches and off-site during sports matches or other visits away from the school premises, in conjunction with the relevant members of the teaching staff. This may include the supervision of a team during the match
- To complete and record observations and assessments of the children as required and relevant.
- To report any signs of a child's illness, neglect or apparently non-accidental injury.
- To respect the confidentiality of all school-based information.
- To work as part of a team
- To use initiative and take responsibility for decisions.
- To be aware of the high profile of the school and uphold its standards at all times, both personally and professionally
- To be involved in training as relevant, including Cluster Meetings, Staff meetings, EYFS/Pre-School meetings, Inset relevant to the role as relevant and required.

General Responsibilities

- To help in the planning of activities suitable for the age range of the children, following the guidelines for the implementation of the school curriculum
- To take responsibility for individuals, groups and classes, under the direction of the relevant member of the teaching staff, being clear about the learning objectives and assessments required.
- To prepare resources as appropriate and help to ensure that they are well-maintained, correctly stored and put away at the end of the session
- To help to ensure that the classroom is clean, tidy and ready for use at the start of the next session and ready for cleaning at the end of the day
- To supervise pupils during playtimes and educational visits
- To share responsibility for high quality displays to produce a stimulating and attractive environment
- To undertake the care of sick or unhappy children
- To supervise children awaiting collection if required
- To advise the class teacher/Phase Leader of any matter requiring attention and pass on messages from parents/carers as required
- To work with colleagues to develop a positive working environment
- To promote the good work of the school in the wider community
- To participate in all self-development activities including CPD and performance review procedures
- To ensure the school's Health and Safety Policy is observed, including familiarity with the emergency and security procedures
- The above responsibilities should be carried out in liaison with members of the teaching staff and other support staff
- To organise resources, equipment so it is easily accessible, tidy, labelled and well maintained
- Ensure a stimulating environment with regular change of display
- Promote the good work of the school in the wider community
- Be flexible and accept changes to the above as required by the needs of the school
- To carry out any reasonable request by the Head Teacher/ Phase Leader.

Specific Responsibilities: Learning Support

- To liaise with the teaching staff re learning support provision
- To liaise with teaching staff re production and implementation of Individual Education Plans (IEPs)
- To liaise with the SENCo in connection with the delivery and support of the above
- To organise and prepare suitable resources in consultation with the appropriate teaching staff and the SENCo
- To undertake any reasonable request by the Head Teacher/Phase Leader/SENCo

Lunchtime Supervision

- To supervise the children, helping to provide a safe and happy environment
- To help to serve breaks and/or lunches (EYFS) wearing appropriate clothing in line with H & S policy, and following appropriate food-handling guidelines and procedures
- To encourage pupils to eat a well-balanced diet and to take in fluids
- To help pupils to use appropriate table manners, being encouraged to be polite, caring and helpful, generally showing respect for all individuals present
- To provide a safe environment including checking of equipment on a regular basis, with respect to both indoors and outside
- To develop creative play, encouraging children to share, adapt and respect the rights and views of others
- To help pupils to mix socially, encouraging appropriate play, disciplining the children appropriately if necessary so that no individual is placed at risk, and so that all understand the correct behaviour to adopt at all times, in accordance with the school's Behaviour Code
- To ensure the classroom is prepared for the teaching and learning session to take place, in consultation with the appropriate teaching staff, and ensure that all pupils are relaxed, happy and positive, and have the appropriate materials
- To supervise children during wet break and lunchtimes, and to provide appropriate care and play activities
- To undertake any reasonable request by the Head Teacher/Phase Leader

Qualifications and Experience

- Minimum NVQ3 (or equivalent qualification) essential, together with a good standard of general education, including well-developed numeracy and literacy skills
- Minimum GCSE Level 4/Grade C in maths and English
- Ability to use basic technology (e.g. computer, video, DVD, photocopier) and willingness to undertake associated and reasonable duties regarding this technology
- To be willing to attend training as above and as otherwise required in the proper performance of the duties of the role.
- The successful candidate will be required to apply for a new enhanced DBS check, at the school's expense, which must be clear.

Scope for Impact

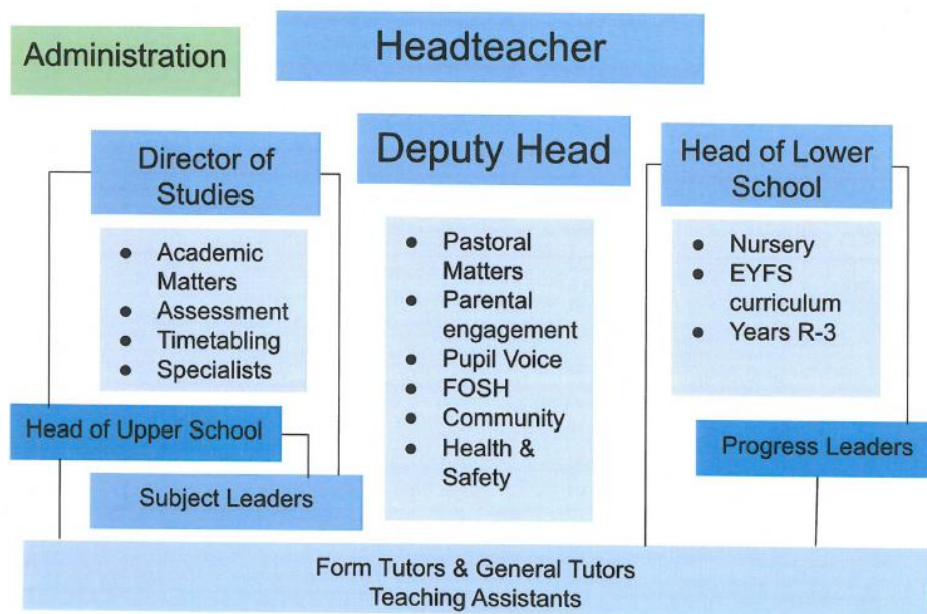
- The Teaching Assistants at Sherborne House are highly valued as they make an important contribution to children's learning and achievement and provide important support to all the members of the school team
- The post holder will be expected to help to set-up displays and activity corners under the direction of the appropriate member of staff and to help create a stimulating environment to enhance the children's social education and development.
- The post holder will be expected to undertake training and other learning activities and attend relevant meetings as required, to ensure their own continuing professional development, and

to be aware of changes to the curriculum in order to ensure that all the children at Sherborne House are cared for appropriately.

Job Context

- Teaching Assistants will be expected to work effectively with individual children, small groups or the whole class under the direction and supervision of the appropriate member of staff. The Assistant will contribute to planning, monitoring, assessment and behaviour management.
- All members of the Sherborne House School staff will provide support and guidance to the Teaching Assistants, who will be expected to work within the relevant policies, codes of practice and legislation, reporting any concerns to the appropriate Line Manager.

Organisation



N.B. The above job description is drawn-up in good faith and is designed to give an accurate idea of the role and its responsibilities. However, the job description may from time to time be subject to change and amendment, and does not, in any case, constitute the offer of a job. Please note that Sherborne House School is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. All applicants must be willing to undergo children protection screening appropriate to the post, including checks with past employers and an enhanced Criminal Records Bureau check.