

JOB DESCRIPTION

JOB TITLE	Prep School Teaching Assistant
DEPARTMENT	Ashville Preparatory School (APS) 3 - 11
REPORTING TO	Class Teacher Deputy Head of Prep Head of Prep

SUMMARY OF JOB ROLE

TAs primarily perform educational duties to support the learning of the pupils. In this role, they support teaching staff in creating and maintaining a purposeful and supportive learning environment that will help the school deliver the curriculum and improve outcomes for all pupils. There are times when they can perform more responsible tasks such as helping teach classes. The post holder will be required to work flexibly across the primary phase as part of the teaching support staff with guidance from the PLT and class teachers to fulfil the following responsibilities:

MAIN DUTIES

1.	Teaching and Learning Responsibilities <ul style="list-style-type: none"> To Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement. Under the direction of a teacher, TAs deliver learning activities with individual pupils, groups (in the short term) whole classes. To lead small groups as well as work with individuals under the guidance of the teacher. To observe, monitor pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs. To assist in the preparation lessons with teachers, contributing including evaluating and adjusting lessons and resources in response to pupils' needs. To be responsible for the preparation and delivery of small intervention groups (for example, phonics, reading or maths interventions). To have a good knowledge of SEND and support pupils with special educational needs through in class support and the delivery of specific learning programmes. To provide feedback to the teacher and contribute to the development of work and support programmes for individuals and groups. To have good National Curriculum subject knowledge that can challenge and support learners. To deliver preprepared activities to whole classes as part of short-term teacher absence within any age group. Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
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2.	<p>Pastoral Responsibilities</p> <ul style="list-style-type: none"> • To build positive relationships with the pupils by encouraging and modelling positive behaviour and acting as role model and setting high expectations. • Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally. • To use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others. • To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop. • Assist with the supervision of pupils in the playground before school and at lunchtimes to ensure children have a happy yet safe playtime through encouraging all pupils to be involved in appropriate games and to help the pupils solve conflicts as they occur. • To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled, including administering basic first aid as appropriate. • To assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence. • To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher. • To assist with the absence cover of the After School Club, when required.
3.	<p>Administrative Responsibilities</p> <ul style="list-style-type: none"> • To prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons/ day as directed by the teacher. • To assist in the preparation and creation of attractive and interactive learning displays. • To provide general clerical and administrative support to the teacher, e.g., photocopying, filing, collection and recording of money etc as required. • To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy. • To support the assessment process by carrying out observations, completing individual pupil records e.g., reading records. • To effectively use relevant school digital systems (CPOMS for safeguarding, iSams to record pupil behaviour concerns, e-mail and outlook calendar for communication, and SharePoint for resource sharing) • To effectively use the relevant teaching and learning digital systems and devices (Seesaw, iPads, Apple classroom, Accelerated Reader.)
4.	<p>College Responsibilities</p> <ul style="list-style-type: none"> • To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection, reporting all concerns to the appropriate named person. • To attend relevant meetings and participate in training opportunities and professional development as required. • Work collaboratively with colleagues to effectively meet the needs of all pupils. • To contribute positively to own appraisal, CPD and performance management. • To support the promotion of positive relationships with parents, carers and outside agencies. • To be aware of the confidential nature of issues related to home/pupil/ teacher/schoolwork. • To adhere to school policy on equality and diversity

	<ul style="list-style-type: none"> • To promote and support the inclusion of all pupils, including those with specific needs.
5.	<p>Understand the importance of safeguarding in education</p> <p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.</p>
6.	<p>Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.</p>

PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

EDUCATION AND QUALIFICATIONS

- NVQ Level 3 or above qualification – appropriate to the post (or equivalent.)
- Level 3 or equivalent qualification in English/Literacy and Mathematics/Numeracy.

EXPERIENCE

- Experience of working with children at the appropriate age group.
- Knowledge and understanding of how children learn.
- Knowledge of National Curriculum and/or Early Years Foundation Stage requirements for primary aged children.

SKILLS AND QUALITIES

- Ability to communicate effectively orally and in writing to a range of audiences.
- High level of organisational skills including being able to manage resources.
- Can work effectively as part of a team.
- Confident IT skills.
- Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with both pupils and parents.
- Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure.
- Commitment to safeguarding, child protection, the promotion of a safe environment for learning and high levels of pastoral care.
- Positive, optimistic, problem-solving attitude.
- Open-minded, flexible and receptive to new ideas, approaches and challenges.
- Dedicated to seeing tasks through to the end.

PREPARED BY

Deputy Head Prep

DATE

July 2025

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____