



# Milbourne Lodge School

## JOB DESCRIPTION

### FIXED TERM, MATERNITY COVER

**Job Title:** Teaching Assistant – full time (8.00am – 4.00pm – 3 days per week;  
8.00am – 4.45pm – 2 days per week)

**Reporting To:** Head of Pre-Prep

**Commencement date:** 8<sup>th</sup> January 2018. This is for a fixed term due to maternity cover and will end within one year or on the return to work of Megan Hosken whichever is the sooner.

**Principal Working Relationships:**

**Internal:** All School Teaching and Non-Teaching employees, Pupils

**External:** Education Establishments and other outside agencies

**Job Summary:**

Under the direction of the Head of Pre-Prep and the class teacher, provide support for pupils through curriculum learning, pastoral care and general support to the whole department as well as displaying a flexible, positive and hardworking attitude.

## KEY DUTIES

### Teaching and Learning

- Assist in the educational development of pupils under the direction and guidance of the Deputy Head of Pre-Prep, SENCO and class teachers
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Assist class teachers with maintaining pupil records
- Support pupils with emotional or behavioural difficulties and help develop their social skills.
- Feedback to class teacher, any concerns or successes about individual children
- To undertake any additional duties which may be allocated such as end of day supervision/extended day activities (run/supervise to 4:30pm) as required.

### Administrative Duties

- Prepare teaching materials and present displays of pupils' work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake admin duties from time to time as the Head of Pre-Prep/Head requires

### Standards and Quality Assurance

- Support the aims, ethos and work of the school in that every child is an individual
- Set a good example in terms of dress, punctuality and attendance
- Attend major school events such as Speech Day and Prize Giving, Parent Consultation Evenings etc

- Be proactive in matters relating to health and safety and undertake first aid duties, as required

### **Person Specification**

- To act in a professional manner at all times
- To be an adaptable, supportive, vigilant, positive, willing member of staff and to enjoy working with children
- Be confident in the use of IT
- Have good communication skills-be able to make points clearly and understand the views of others
- Be able to run an extra-curricular activity/ies if and when required
- Work in close partnership with the class teacher and the parallel class teaching assistant
- Attend pre-prep department staff meetings
- Attend all staff 'INSET' days and in service training
- Milbourne Lodge offers a caring and stimulating environment to all pupils. The high expectations of staff and parents regarding educational standards and social behaviour need to be reflected
- Members of staff are expected to arrive punctually. The working day begins before the children come into the classroom and ends after they have left.
- Teaching assistants will abide by the terms and conditions of their employment as outlined in their contract with the School
- To participate in arrangements for your professional development
- To participate in any arrangements that may be made for job appraisal
- To adhere to the School's dress code
- Smoking/vaping is not allowed on the premises

### **Remuneration**

- Salary dependent on experience and qualifications
- Contributory pension scheme
- School fee discount
- Professional development

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services*

October 2017