



THE
MARIST
SCHOOL
ASCOT

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: Teaching Assistant

Reporting to: Assistant Head of Prep

Purpose of Role: To support the teachers in creating an engaging, inclusive, and effective learning environment and to assist in delivering educational activities, providing individualised support to students, and helping to maintain a positive classroom atmosphere. This role is essential in fostering students' academic, social, and emotional development, ensuring each child reaches their full potential.

Status of Role: This is a permanent full-time appointment

Key Tasks and Accountabilities:

- Assist the teachers in planning and implementing lessons where required
- Provide one-to-one or small group support to students who need extra help.
- Prepare classroom materials and resources.
- Supervise students during class activities, breaktime, lunchtime, and field trips.
- Help to maintain a clean, organised, and safe classroom environment.
- Support the social and emotional development of students.
- Contribute to the monitoring of the academic and social progress of all pupils in their group, sharing observations about the child's development with the class teacher, and helping to maintain records of individual progress where required.
- Communicate effectively with parents and staff.
- Participate in staff meetings and staff training.
- Work as a member of the team in the day-to-day organisation of the whole learning environment in the school to ensure good practices are developed and maintained.
- Assist in the general care, safety and welfare of pupils including during fire drills, mealtimes, and other duties.
- Mount and display work in the school as directed.

Ad Hoc Tasks

Feet on the ground. Reaching for the stars.

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

Qualifications

- A minimum of 5 GCSEs at a grade C or above.
- Previous experience working with children in an educational setting.
- Patience, creativity, and a passion for working with children.

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

Safeguarding and Child Protection

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Appraisal

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.

Feet on the ground. *Reaching for the stars.*

