

KEW GREEN
preparatory school



JOB DESCRIPTION BROCHURE FOR:

Teaching Assistant

Creativity / Collaboration / Confidence / Communication

www.kgps.co.uk

KEY INFORMATION

EMPLOYER: Kew Green Preparatory School (part of the Gardener Schools Group)

POSITION: Teaching Assistant

CONTRACT: Full-time

SALARY: Competitive, subject to experience

START DATE: Autumn Term 2024

To apply, please send your completed Application Form, Equal Opportunities Form, C.V and Cover Letter to recruitment@kgps.co.uk



MAIN DUTIES AND RESPONSIBILITIES

Responsible to:

Head of Section, and ultimately to the Headteacher

Teaching & Learning support

- To support the Lower School teachers with observations and planning to ensure the development and progress of each individual child.
- To share and, at times, take sole responsibility for pupil engagement and progress, facilitating and enabling them by providing appropriate levels of support and interaction.
- To take responsibility for small-group intervention groups, including a shared responsibility for the delivery of an excellent phonics programme (Anima Phonics) and support of pupil progress in this area.
- To share responsibility for the presentation of the pupil's work and for the compilation of interest areas and displays.
- To share responsibility for resources and equipment.
- To share responsibility for establishing and maintain a stimulating, engaging and positive learning environment, with effective use of both the indoor and outdoor spaces.
- To positively work as one team with the Lower School teachers, full staffing team and parents at Kew Green.
- To deliver inclusive practice and excellent behaviour management for all pupils.

Wellbeing, Pastoral & Safeguarding

- To champion the wellbeing of all our pupils.
- To successfully implement the school behaviour policy and positive reward system, promoting excellent behaviour in all pupils.
- To ensure the welfare and safety of pupils is promoted and safeguarded.
- To follow the school's policies relating to Health and Safety, Safeguarding (including the current KCSIE) and First Aid.
- To lead and champion an excellent culture for safeguarding children, complying with Kew Green's safeguarding policies and procedures, in addition to maintaining the highest standards of professional behaviour at all times.
- To use CPOMS to log and track all wellbeing, pastoral and safeguarding observations, communicating effectively with the Designated Safeguarding Lead, your Head of Section and parents, if and when required.
- To understand and adhere to the requirements under the Prevent Duty.

Other

- To cover bus and/or after-care duties when required.
- To promote actively strong and positive relationships with parents and carers, working with Lower School teachers to effectively communicate about all aspects of their child's education – academic, social and emotional.
- To participate in the school's extra-curricular club programme, including trips and residential.
- To engage in and positively contribute to school life, attending whole-school events and supporting colleagues when required.
- To follow school policies and procedures as approved by the Headteacher and Senior Leadership Team.
- To attend and participate in staff meetings and other meetings as required by the Headteacher.
- To participate in the school's staff appraisal programme.
- To take an active role in both your own continuing professional development and the development of the school.
- To supervise and support pupils on the playground, including during playtimes and when off-site, ensuring appropriate levels of supervision are maintained.
- To assist with morning-care, after-care and clubs, when required.
- To provide basic First Aid for very minor injuries.
- To engage with and contribute to the strong, positive, and dynamic school community at Kew Green Preparatory School, attending school functions as directed by the Headteacher.

The duties outlined in this job description are in addition to those covered by the latest 'Contract of Employment' under 'Duties and Hours of Work' and 'Appendix – General Professional Duties'. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job.

QUALIFICATIONS AND EXPERIENCE

- Qualified to at least NVQ Level 3 or higher.
- Experience in EYFS or Key Stage One.
- Experience in teaching and/or supporting phonics.
- Experience in applying a range of support strategies to meet different learning styles.
- Experience with and understanding of safeguarding and child protection practices in a school.

PERSONAL QUALITIES

- To champion creativity and innovation in lessons.
- To show care and kindness to all pupils, supporting the development of self-esteem and respect for others in our pupils.
- To have an ability to use own initiative.
- To be a positive and supportive team player with a positive 'can do' attitude.
- To show flexibility and an ability to adapt.
- To have an eagerness to collaborate.
- To have an excellent work ethic, energetic and enthusiastic to achieve the best for our pupils and school.
- To take pride in professionalism, including personal presentation, excellent communication and conduct at all times.
- To work with honesty, integrity and confidentiality.



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