

# EVERSFIELD PREPARATORY SCHOOL



## TEACHING AND LEARNING SUPPORT ASSISTANT JOB SPECIFICATION

Responsible and accountable to:	Deputy Head / Headmaster
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### Terms and Conditions of Employment

Hours :	Please refer to offer letter / contract.  Attendance at Open Mornings, Open Day, Pre-Prep Play evenings, Parents' Meetings and other appropriate meetings.
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Salary :	Band B
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- To support the Class Teacher in providing a quality education in a happy and secure environment.
- To support the Class Teacher with organisational and administrative tasks
- To ensure the aims and policies of the school are communicated and implemented effectively.
- To be an active member of the whole school staff and participate in special school events across all departments.

### Responsibilities

#### Educational Support:

- Assist with the teaching of individual children or groups of children as directed by the Class Teacher or Deputy Head.
- Support the Class Teacher and other staff in the planning and delivery of a broad and balanced teaching programme linked through school policies and where appropriate, the National Curriculum.
- Assist in the planning of the curriculum for small groups of children.
- Assist with the preparation of learning resources.
- Record progress and achievements as directed by the Class Teacher.
- Encourage pupils' independence.
- Cover Class Teacher at times of need.

#### Organisational and Administrative:

- Assist with administrative tasks, as requested by the Class Teacher or Deputy Head.
- Attend meetings as directed by the Deputy Head or the Headmaster.
- Accompany out of school visits as requested.
- Assist with duties as outlined on the duty rota.
- To have other responsibilities specified in individual main terms of contract.

**Whole School:**

- Ensure high standards of behaviour and that all individuals and equipment are treated with respect.
- Be very alert for any signs of bullying or unpleasantness and deal with it immediately and appropriately.
- Encourage the children to be well organised and punctual and to gain confidence and independence.
- Ensure every child receives praise and encouragement on a frequent basis and that each child feels valued.
- Carry out Teaching and Learning Support Assistant duties as laid out in the Staff Guidebook
- Promote the aims and ethos of the School and be familiar with its policies.
- Attend all school functions as required, including parents' evenings, special services and events, Open Days and School Sports Days.

**General**

- Have due regard for the job descriptions, responsibilities and authority of other staff.
- Establish effective, professional working relationships with colleagues.
- Be responsible for personal health and safety at work and inform the Estate Manager of any health and safety matters in need of attention.
- Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of the DSL (Designated Safeguarding Lead).
- Work within the school's Equal Opportunities Policy.
- Set a good example to children through presentation, personal appearance and conduct.
- Make known to the Headmaster or Deputy, professional development which could be useful.
- Attend all INSET and CPD as requested by the Headmaster or Deputy.
- Accompany children on school trips and visits when requested by any member of the Leadership Team.
- Comply with information and guidance in the Staff Guidebook and all other school policies.
- Attend staff meetings as required by the Headmaster or Deputy.
- Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients.
- Be aware of the School Improvement Plan and support and assist the Leadership Team in its implementation.
- Be aware of the role and purpose of the governing body.
- Participate in the school's Performance Management Review Cycle.
- Carry out any other reasonable request of the Headmaster or Deputy Head.
- Hours, attendance and holiday entitlement are as defined in the Teaching Assistants Contract of Employment.