



BURGESS HILL

— PREP —

JOB DESCRIPTION

Job Title: Teaching Assistant
Line Manger: Head of Prep School
Responsible for: No direct reports
Contacts: Staff, Prep School pupils, Parents/carers

JOB SUMMARY

Support the teaching staff in the education and development of pupils in the Prep School. Work with the wider Prep School staff and parents/carers to provide a stimulating, creative and safe environment for pupils.

Help create and promote a positive and happy working environment for other members of the Prep School team.

PRINCIPAL ACCOUNTABILITIES

Working with the children

1. Care for their physical, emotional, intellectual and social wellbeing and general development.
2. Assist the teacher in co-ordinating the assessment of the pupils in your care.
3. Assist the teacher in reviewing progress and making evidenced and professional judgements on individual next steps.
4. Contribute to the planning of a variety of stimulating activities and learning experiences suitable to the age, development and interests of the pupils.
5. Promote the self-esteem of each child. Recognise and celebrate uniqueness.
6. Foster a caring, positive, friendly and polite attitude in the pupils towards others.
7. Work with members of the Prep School team to promote positive cultural images to ensure that all pupils regardless of cultural or religious influences, are seen as valuable members of society.
8. Assist the teacher in maintaining a daily routine and record keeping procedures to reflect the needs of the pupils.
9. Lead intervention groups as directed by the Prep School SENCo
10. Work with members of the Prep School team to maintain high standards of hygiene, cleanliness and safety in all areas of the Prep School.

Working with parents

1. Work in partnership with the teacher to provide a positive home school relationship.
2. Promote full, consistent and relevant exchanges of information with parents in a professional manner.
3. Help to organise and support educational day or residential visits.

Working with colleagues

1. Work with other members of the Prep School staff to promote and maintain a positive working environment and uphold the reputation of the whole school.
2. Promote full, consistent and relevant exchanges of ideas and information with colleagues.
3. Attend staff meetings and when required, Year group meetings.
4. Liaise with other Prep School staff as part of the wider team on the day to day running of the Prep School.
5. Liaise with other staff when necessary regarding equipment and resources, helping to ensure adequate supplies are maintained and safety requirements adhered to.
6. Assist with the preparation of the topic activities and displays.
7. Support Prep School functions such as sports days, concerts and productions.

Other occasional duties

- a) Participate in Inset Training Days.
- b) Participate in Burgess Hill Girls Open Day Events as required.
- c) Provide cover for absent colleagues if at all possible.
- d) It is expected that in an emergency and/or unusual situation, all staff will help with whatever duties are necessary to ensure the effective running of the Prep School and if required the wider school community.

JOB CONTEXT

The teaching assistants work within a team of full time and part-time Prep School staff. Whilst the majority of a teaching assistant's time is spent in Pre-Prep there is a requirement for them to support in other classes and to run intervention groups, as required, across the Prep School. All Prep School staff report directly to the Head of Prep School but the logistic management falls to the Deputy Head. On a day to day basis teaching assistants report to the teacher they are working with. The Prep School team is supported by the Prep School Administrative Team and other departments such as Admissions, Finance and Marketing, Housekeeping, Catering and Maintenance/Grounds.

Other duties and responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of Prep School to reflect or anticipate changes in the job commensurate with the role.

Terms & Conditions of employment

As per advertisement, to work for 37 weeks per academic year to include School term time. Employment will be given on a permanent contract. Generous contributory pension scheme, free cooked lunch and use of school facilities such as the sport courts and gym.