

## Job Description (Teaching Assistant – Pre-Prep)

### Purpose of job:

To develop and maintain the outstanding provision of St Michael's Prep. Ensuring the smooth day to day running and offering support and care to children and their families, working with and supporting the Pre-Prep staff in all aspects of the school life. The postholder will work as part of a team to ensure the well-being, happiness and success of each child in a KS1 setting, promoting children's independence and self-esteem through enabling their success.

### Line Manager:

Head of Pre-Prep

### Responsible to:

- Deputy Head of Pre-Prep
- Head of Learning Development
- The Head
- Governing Body

### Other key relationships:

- Staff
- Parents

### Key responsibilities:

#### Supporting Teaching and Learning

- To assist, as directed, the work of individuals and small groups
- Plan and conduct group / one-to-one teaching, in line with teacher's plans and individual education plans as appropriate
- Prepare material to support group / one-to-one teaching
- Co-operate with colleagues within the school in the planning and delivery of high quality, differentiated learning for all children
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Keep records of progress of groups and individuals
- Supervise and provide support for pupils both in class and at other times
- Liaise with class teachers and the Head of Learning Development to track progress of children using Provision Map
- Undertake routine marking of pupils' work as appropriate





- To contribute to the broader life of the school, for example by supporting extra- curricular, social and other activities
- To maintain displays of children's work in and around classroom areas
- To support equal opportunities for all children and staff
- Be aware of confidential issues and your responsibilities relating to GDPR
- To promote children's independence and self-esteem through enabling their success

### Pastoral Care

- To ensure the well-being, happiness and success of each child

### Communication

- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary

### Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning and to provide cover for teachers as the need arises
- To maintain an appropriate and professional standard of personal appearance
- To support the school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the 'school day' and for such additional hours as are necessary to discharge effectively all professional duties
- To have regard to the health and safety of children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

