



Job Description -Teaching Assistant – Pre-Prep

Purpose of job:

To develop and maintain the outstanding provision of St Michael's Prep School. 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 Key Stage 1 setting, promoting children's independence and self-esteem through enabling their success.

Reports to:

Head of Early Years or Head of Key Stage 1

Responsible to:

- Head of Pre-Prep
- Pre-Prep Learning Development Manager
- Class Teacher

Other key relationships:

- The Head
- The Governing Body
- 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

Communication

- To always treat children in a manner consistent with specific school policies and the broader ethos of the school
- To ensure the well-being, happiness and success of each child.
- 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

Health and Safety

- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To know and apply school policies on Safeguarding, Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- To accompany teacher and children on educational visits
- Be aware and understand normal and emergency procedures at the school
- Log incidents/accidents in line with the school's Health and Safety policy



St Michael's Prep School

The Joy & Wonder of Learning



- Have regard to the health and safety of all children, staff, parents and visitors to the school
- Maintain a safe environment where children feel able to share safeguarding concerns

The postholder may be required to perform duties other than those given in this job description for the post. The 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 responsibilities entailed.

