



## Northbourne Park School Job Description

**Job Title:** Full-time Teaching Assistant  
**Department:** Prep School **Location:** Prep School  
**Line Manager for:** N/A

**Reporting to:** Class teacher and the Director of Studies.

### **Overall Purpose of the Job:**

- To support the Class Teacher by contributing to the high standard of physical, emotional, social and intellectual care of children in the class.
- To contribute to the high standard of physical, emotional, social and intellectual care of all children in the Prep School.
- To support other classes as required.

### **Principal Responsibilities:**

Contribute to raising standards of the children's attainment in all aspects of the curriculum.

Assist the Class teacher to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for every pupil, embracing the School's Assessment for Learning, Creative Learning and Differentiation strategies.

Ensure that stimulating teaching, at the right pace, is available for all abilities and that interesting resource-led, problem-solving methods are used where appropriate, to enable pupils of all abilities to achieve their own best performance.

To assist with the teaching of pupils with Special Needs (including Gifted & Talented children).

Assist the Class Teachers to keep the Prep School up to date with the latest research, methods and syllabuses for teaching and assessment.

Promote the use of ICT in the classroom and in the Prep School.

Assist the Class Teacher to assess, record and report pupil progress, socially and academically, according to School policies, helping to take appropriate action to remedy pupil under-performance; helping the Class Teacher to liaise with pupils, parents, other staff.

Help the Class teacher to promote learning to pupils through a range of extra-curricular activities, trips and visits every year.

Assist the Class Teacher to promote the work of the Class and the Prep School to the broader community, including contributions to the School website, the magazine, Newsletters, corridor displays, open days and local, national and international press.

Assist with a share of break and lunchtime duties.

Attend relevant training as necessary.

To act within the *NPS Professional Standards for Teachers Policy*.

Fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy and Handbook*.

Promote and safeguard the welfare of all pupils and staff according the School's *Health and Safety, Fire Safety, and Child Protection* regulations and guidelines.

Fulfil other reasonable duties as directed by the Headmaster.

*This job description is subject to review and change as necessary.*

### **Decision Making Responsibilities:**

Working under general supervision, the post holder is required to show initiative in the use of skills relating to their work but should refer to the class teacher for guidance.

### **Personal Specification (Knowledge, Skills & Attributes)**

#### Essential requirements for the role:

- CACHE diploma, Level 3 Childcare & Education or Early Years equivalent qualification.
- GCSE Grade C in English and Maths.
- Ability to work as a resourceful member of a team.
- Punctuality and reliability.
- ICT and Audio Visual Literate.
- Ability to communicate clearly and effectively.
- Imagination, commitment and ambition to inspire pupils to enjoy intellectual enquiry.
- Flexible and proactive attitude to work.
- High standard of personal presentation.
- To attend weekly staff and regular Key Stage meetings and contribute where relevant.

#### Desirable requirements:

- Knowledge of the KS2 curriculum.
- Experience in another IAPS Prep School.
- Possess D1 driving licence category to enable position holder to drive 17-seat minibus.

### **Salary and benefits**

Hours : 8.00 am to 5.00 pm, Monday to Friday with up to three Saturdays per academic year. 33 working weeks, plus training days during the school holidays as necessary.

Salary: Starting salary range £13,430.53 to £14,482.93 based upon qualifications and experience.

Holiday: Your entitlement to paid holiday will not be less than the statutory entitlement under the Working Time Regulations 1998 and all paid holidays taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.

## Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

*Updated April 2021*

**Agreed by Headmaster**

**Agreed by Jobholder**

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Date .....

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