



## TEACHING ASSISTANT - PRE PREP DEPARTMENT

### JOB DESCRIPTION

**ACCOUNTABLE TO:** Class Teacher / Head of Pre-Prep / Headmaster

**ACCOUNTABLE FOR:** Children in class / care

#### RESPONSIBILITIES:

1. Classroom support
2. General Duties

#### 1. CLASSROOM SUPPORT

- To work with colleagues, parents, visitors and children in a professional manner which is conducive to and promotes the agreed aims and values of the school.
- To participate in professional development activities and take responsibility for own professional development.
- To participate fully as a member of the school team in helping to provide a happy, stimulating, safe, educational environment.
- To provide outstanding pastoral care for the children in the classroom and throughout the school.
- To respect and maintain confidentiality.
- To contribute to planning and assessment with colleagues.
- To contribute to on-line learning platforms and on-line assessment and communication.
- Preparation of resources including photocopying, art materials, cooking ingredients etc.
- Assist with displays.
- Organise snack time in the absence of the PP Assistant.
- Liaise with parents in the morning and at the end of the day.
- Hear children read individually and write constructive, positive comments in the Home-School Communication Diary.
- Support whole class group during carpet time where necessary/appropriate.
- Work with groups of children, pairs or individuals to support learning across the curriculum.
- Support children on 1:1 programmes having received training and childrens' targets.
- Ensure the classroom and surrounding indoor/ outdoor areas are clean and tidy at the end of the day.
- Ensure resources are kept clean and tidy.

- Support work-experience/gap students.
- Familiarise self with medical, SEND and needs of children in class.
- Be aware of mini-bus and pool safety.
- Be responsible for a group of children on out of school trips.
- Attend and contribute to Curriculum meetings and Parents Evenings.

## **2. GENERAL DUTIES**

- Take outdoor/playtime duties each week.
- Undertake a lunch table/lunch duty as set out by the lunch rota.
- Attend half-termly Teaching Assistant Meetings with Head of Pre-Prep.
- Attend Admin/Staff Meetings where possible/appropriate.
- Attend Inset days.
- Attend cluster meetings & relevant training.
- Be responsible for maintaining an area within the school e.g. hall, outside shed, workroom etc.
- Provide crèche facility during Assemblies and services.
- Assist with escorting children to music/PE/dance and swimming lessons.
- Assist with children who are taken ill or have an accident.
- Assist with toileting needs.
- Record all accidents/first aid in first aid or incident book.
- Ensure own child protection and first aid training are up to date.
- Appreciate the need for flexibility if other members of staff are absent.
- Attend and contribute fully to the life of the school and to school functions at evenings and weekends including Christmas fair, Extravaganza and Sports Day.