



JOB DESCRIPTION

Pre-Prep/Early Years Teaching Assistant

- The School:** Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.
- Job Purpose:** To assist the class teacher and teaching team in providing a high-quality education to our pupils.
- Hours of Work:** Term time: Monday to Friday 8am – 4.30pm/5.15 or 6pm (various finish times available) plus an opportunity to work at our Christmas, Easter and Summer Camps.
- Working hours include INSET days (normally 5 a year)
- Salary:** £ dependant on experience and finish time + daily rate for holiday camps

The responsibilities listed below are not exhaustive and include:

Classroom Support

- To participate fully as a member of the School team to promote a happy, stimulating and safe educational environment.
- To work with colleagues, pupils, their parents and visitors and in a professional manner which is conducive to and promotes the agreed aims and values of the School.
- To provide outstanding pastoral care for our pupils.
- To respect and maintain confidentiality.
- To prepare resources including art materials and cooking ingredients.
- To assist with displays within the classroom and Pre-Prep.
- To support/teach groups, pairs or individual pupils to facilitate their learning across the curriculum as directed by the class teacher/ Head of Pre-Prep.
- To familiarise self with medical, SEND and needs of pupils.
- To be responsible for a group of children, under the direction of the lead teacher, whilst on school trips.
- To provide cover for a class in the short-term absence of the class teacher.
- To participate in professional development activities and take responsibility for own professional development.

General Duties

- Participate in the rota duties including, playtime and lunch duties each week.
- Attend half-termly Teaching Assistant Meetings with Head of Pre-Prep.
- Attend Admin/EYFS/Staff Meetings where possible/appropriate.
- Attend INSET days.
- Be responsible for maintaining an area within the School eg. hall, outside shed, workroom etc.
- To contribute to the cleanliness and tidiness of shared areas and resources.
- Support pupils with transition to specialist lessons such as to music/PE/dance and swimming lessons.
- Assist with children who are taken ill or have an accident, following the lead from other members of staff.
- Record all accidents/first aid in first aid or incident book.
- Attend first aid training and pool training, if required.
- Appreciate the need for flexibility if other members of staff are absent, across the Pre-Prep: Nursery to Year 2.
- Play an active role in the extra-curricular life of the School, including occasional weekend and evening events.
- Assist with clubs and wrap around care on a regular basis and provide additional cover if needed.
- To undertake other reasonable duties as directed by the Headmaster or Head of Pre-Prep.

All staff are expected to:

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.

It is impossible to list every task you may be required to undertake in this job description, and you may be asked by the Head of Pre-Prep to undertake other reasonable duties as may be required from time to time.

The successful candidate will be able to demonstrate the following attributes:

Skills and Knowledge

- Experience of working in a school or nursery environment
- Hold at least a Level 3 qualification in Early Years Childcare, Supporting Teaching and Learning or equivalent
- Knowledge of Tapestry (desirable not essential)
- Secure IT skills
- Excellent interpersonal and communications skills, with the ability to relate well and develop relationships with children and adults.

Personal Attributes

- Clear understanding and belief in the ethos of Twyford School
- Warm and approachable personality
- Open to new ideas and have the ability to reflect, review, learn and change as appropriate
- Ability to work independently with initiative, and as part of a team

This job description will be subject to regular review and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Updated May 2022