



Teaching Assistant - Preparatory School

Job Purpose

Carrying out such tasks as may be directed by the Head Teacher or the Class Teacher, and SENCo.

Hours

Full-time Mon – Fri 0800 – 1630 (one hour unpaid break)

Report to

Director of Learning Support (SENDCO), Head of Year, Class Teacher on a daily basis

Department

Prep School

Key Responsibilities & Accountabilities

- Ensuring a safe and secure learning environment at all times
- Assisting with the welfare and needs of all the children.
- Supporting the educational activities initiated by the class teacher within the classroom and small groups elsewhere.
- Monitoring, observing and reporting back to the class teacher as requested on individual or group performances by children.
- Supporting the use of information and communication technology in the classroom.
- Giving input to, and supporting the updating of the online learning journals.
- To read the termly plans and to read and be familiar with the daily and weekly plans.
- Reviewing classroom practice with the teacher regularly in order to promote pupil learning.
- To be involved in review meetings.
- Ensuring that school resources are in good repair and tidily stored after use. (Two people to be used to move awkward or heavy equipment or if required porter assistance requested.)
- Contributing to the management of pupil behaviour.
- Assisting with lunchtime supervision and eating with children in the dining room.
- Supervising the “Stay-on” facility.
- Providing assistance for the Brentwood Programme of Wraparound duties to include first aid cover and supervision during snack and mealtime.
- Helping to maintain a stimulating environment through means of wall displays and general classroom organisation.
- Helping the coordinator in delivering a stimulating and diverse daily programme, providing positive experiences and interactions for all pupils attending.
- Assisting in the changeover/handover times between school finishing and Afterschool Club starting.
- Attendance at meetings, staff training and other functions associated with the school as required by the Head Teacher.
- Duties may be varied to meet the changing needs of the school in a manner compatible with the post held.

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Personal Specification

- Excellent English skills (clear written and spoken English), along with good reading, writing and numeracy skills.
- Knowledge of the primary curriculum.
- Experience in an educational setting, preferably EYFS, Key Stage One or Key Stage Two
- Be reliable, punctual and flexible.
- Be willing to work as part of a team but have the versatility and the ability to act on own initiative.
- Integrity and confidentiality are essential.
- Ability to complete simple paperwork, e.g. log incidents, communicate in the Home School Diaries clearly.
- To be able to use an iPad.
- Must be committed to safeguarding and promoting the welfare of children and young people and must expect all colleagues to share this commitment.
- An appropriate childcare qualification for EYFS (level 3 or above) **if working in this area.**

Desirable

- To be familiar with the TAPESTRY programme for EYFS and/or Google Classroom for KS1/KS2
- To have a teaching, teaching assistant or childcare qualification.
- To hold a Paediatric First Aid certificate.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. To ensure a safe and healthy environment for all children in EYFS and, in the course of carrying out your duties, to adhere to the School's Intimate Care Policy. To undertake termly supervision meetings with the Director of EYFS. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Director of Learning Support and SENDCO

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