



Barrow Hills

SCHOOL

Job Description – Teaching Assistant

Overall Purpose

To work closely with the class and subject teachers in order to provide a caring and stimulating environment for all our children. During lessons, the Teaching Assistant will assist teachers as directed and agreed, according to the individual needs of the children/form (including those with special needs) providing support for pupils through curriculum learning and pastoral care

Reporting to: Head of Pre-Prep

Location: Barrow Hills School

Hours of Work: Full time: Monday-Friday 40hrs per week (exclusive of breaks), 8.00am until 4.30pm, during term time only

Success Factors

- High standards of care and education
- Compliance with all regulatory requirements
- Positive working relationships with other staff, parents and carers

Main Duties and Responsibilities

- Ensuring that children are kept safe and complying with safeguarding policies, procedures and codes of conduct
- Assisting in the educational development of our children under the direction and guidance of the Head of Pre-Prep/Prep
- Assisting the teachers as directed: this will include reinforcing the learning principles introduced by the teacher, listening to children read, assisting with mathematics and literacy, supporting the learning needs of individual pupils and small groups
- Assisting the teachers with the observation and assessment and children and assist with record keeping if necessary
- Discussing the welfare of children and helping to devise support strategies where needed
- Supervision of the children as they arrive at School from 8am
- Assisting the teacher with the preparation of materials and resources for lessons and maintain resources in good order
- Supervising the children during outdoor play so that they may fully participate in activities and during break times

- Accompanying the children on school visits and taking responsibility for small groups
- Promoting high standards of quality within EYFS/KS1/KS2/KS3 in respect of the environment, resources and experiences offered to children
- Maintaining friendly and professional relationships with parents/carers about their child/children
- Early Years: Act as a key worker to children, entering information onto the online pupil profiles and identifying “next steps” in their learning
- Support the development of good practice with regards to special needs and inclusion
- Promoting EYFS/KS1/KS2/KS3 to both potential and current parents
- Early Years and KS1: Walking children to and from school buildings, adhering to road safety and behaviour policy
- Maintaining a consistent approach to behaviour, following the behaviour policy
- Adhering to all Barrow Hills School policies and procedures
- Undertaking any other duties as reasonably requested by the Head of EYFS, Head of KS1. Head of Learning Support/class teacher/School Leadership Team
- Ensure that the after-school area is pleasant, set up and tidied away at the end of each day
- As directed by the Head of EYFS/Head of KS1/class teacher carry out administrative tasks for After School club (ASC)
- Prepare for and run ASC
- Supervise the children for their time in ASC, ensuring an enriching and safe constructive play
- Maintaining accurate attendance records showing which children attend and when they leave, in addition to being responsible for maintaining collection records

Health and Safety

- Undertake a shared responsibility for health and safety and cleanliness through the area of work
- Adhere to all health and safety policies and procedures
- Be fully aware of all emergency and security procedures

Staff

- Work as part of a team.
- Develop open and positive working relationships with all staff
- Attend major school events such as INSETS, staff meetings, inhouse training, prizegiving etc.
- Take the opportunity to achieve the appropriate skills and qualifications as required for the TA role, with support from the School

The posts holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to one of the School’s child protection officers.

Person Specification

Essential

- GCSE Maths and English to Grade 4/C or equivalent
- High standards of oral and written English
- Experience of working with children in a child-centered environment
- High levels of personal and professional integrity
- Personal warmth, good rapport with pupils, colleagues and parents
- Excellent organisational skills
- Appropriate levels of personal presentation
- Support for our catholic ethos

Desirable

- Early Years: Full and relevant Level 2 Early Years Qualification
- Early Years: Full and relevant Level 3 Early Years Qualification - some Early Years roles may require a Level 3 qualification.
- Early Years: Paediatric First Aid certificate (Training will be provided if certificate not held)
- Experience within a School environment