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## Job Description – Teaching Assistant

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### Overall Purpose - Teaching Assistant (EYFS – Lower KS2)

At Barrow Hills School, we believe that a child's early years should be filled with wonder, discovery, and support. We are looking for a dedicated and energetic Teaching Assistant to join our vibrant Pre-Prep team. In this role, you won't just be 'assisting', you will be a vital part of a child's journey, fostering a love for learning in a beautiful, supportive setting where every staff member is valued and every child is known by name

Working closely with class teachers from EYFS to lower Key Stage 2, you will help create a caring and stimulating environment. You will bridge the gap between academic support and pastoral care, ensuring every pupil, including those with individual learning needs, feels confident, safe, and inspired to succeed.

**Location:** Barrow Hills School

**Reporting to:** Head of Pre-Prep

**Hours of work:** Part-time, 34 hours week, 5 days per week (3 days - 8.30 to 4.00pm and 2 days - 9.00 to 4.00pm). Term-time only.

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### Core Purpose

To work closely with class and subject teachers from EYFS to lower Key Stage 2, providing a caring and stimulating environment. You will assist teachers as directed to support pupils through curriculum learning and pastoral care, tailored to the individual needs of the children (including those with special educational needs).

### Detailed Responsibilities

#### 1. Academic Support & Classroom Assistance

- **Curriculum Delivery:** Assist teachers as directed; this includes reinforcing learning principles, listening to children read, and assisting with Mathematics and Literacy.
- **Targeted Support:** Support the learning needs of individual pupils and small groups to foster educational development under the guidance of the Head of Pre-Prep.
- **Assessment:** Assist teachers with the observation and assessment of children, helping to maintain accurate records where necessary.
- **EYFS Specialism:** Act as a **Key Worker** for designated children; enter information onto online pupil profiles and identify "next steps" in their learning journey.
- **Inclusion:** Support the development of good practice regarding special needs and inclusion across the school.

## 2. Pastoral Care & Pupil Welfare

- **Holistic Care:** Discuss the welfare of children with colleagues and assist in devising support strategies where needed.
- **Safeguarding:** Ensure children are kept safe at all times, complying strictly with safeguarding policies, procedures, and codes of conduct.
- **Supervision:** Manage the arrival of children from 8:00 am and supervise outdoor play to ensure children fully participate in activities during break times.
- **Safety & Transit:** (Early Years/KS1) Escort children between school buildings, strictly adhering to road safety and behavior policies.
- **Behaviour Management:** Maintain a consistent approach to behaviour by following the School's Behaviour Policy.

## 3. Operational & Extra-Curricular Support

- **Preparation:** Assist teachers with the preparation of materials and resources for lessons, maintaining all equipment in good order.
- **School Journeys:** Accompany children on school visits, taking direct responsibility for small groups.
- **Promotion:** Act as an ambassador for EYFS/KS1/KS2/KS3 to both potential and current parents.
- **After-School Club (ASC):** On a rota basis, extend the day to 4:30 pm to:
  - Prepare, run, and tidy the ASC area.
  - Carry out administrative tasks and maintain accurate attendance/collection records.
  - Ensure an enriching and safe environment for constructive play.

## 4. Professional Standards & Safety

- **Teamwork:** Work as part of a cohesive team, developing open and positive relationships with all staff, parents, and carers.
- **Professional Development:** Attend major school events (INSETs, staff meetings, prizegiving) and take opportunities to achieve further skills or qualifications.
- **Health & Safety:** Undertake shared responsibility for the cleanliness of work areas and remain fully aware of all emergency and security procedures.

### Person Specification

Feature	Essential	Desirable
Qualifications	GCSE English & Maths (Grade 4/C or above)	Level 2 Early Years Qualification Level 3 Early Years Qualification
Experience	Working with children in a structured environment	Experience in a Prep/Independent School
Skills	Excellent verbal/written communication	Paediatric First Aid Certificate
Attributes	High integrity, warmth, and "can-do" attitude	Understanding of SEND & Inclusion