Barrow Hills
SCHOOL

Job Description – Teaching Assistant (Maternity Cover)

Overall Purpose - Teaching Assistant

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 with a class teacher 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: Full-time, 8am – 4:30pm, 40 hours week, 5 days per week. Term-time only.

Core Purpose

To work closely with class and subject teachers 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).

Responsibilities

Academic Support & Classroom Assistance

- Assist teachers as directed; this includes reinforcing learning principles, listening to children read, and assisting with Mathematics and Literacy.
- Support the learning needs of individual pupils and small groups to foster educational development under the guidance of the Head of Pre-Prep.
- Assist teachers with the observation and assessment of children, helping to maintain accurate records where necessary.
- Support the development of good practice regarding special needs and inclusion across the school.

Pastoral Care & Pupil Welfare

- Discuss the welfare of children with colleagues and assist in devising support strategies where needed.
- Ensure children are kept safe at all times, complying strictly with safeguarding policies, procedures, and codes of conduct.
- Undertake allocated pupil supervision duties during break times and lunchtimes, including the supervision of children in designated areas and ensuring their safety, welfare, and appropriate behaviour. This includes outdoor play supervision and any other break or lunchtime supervision duties allocated by the School.
- (Early Years/KS1) Escort children between school buildings, strictly adhering to road safety and behavior policies.
- Maintain a consistent approach to behaviour by following the School's Behaviour Policy.

Operational & Extra-Curricular Support

- Assist teachers with the preparation of materials and resources for lessons, maintaining all equipment in good order.
- Accompany children on school visits, taking direct responsibility for small groups.
- Act as an ambassador for EYFS/KS1/KS2/KS3 to both potential and current parents.
- On a rota basis, extending the day to 4:30 pm to:
    - Prepare, run, and tidy the After SASC area.
    - Carry out administrative tasks and maintain accurate attendance/collection records.
    - Ensure an enriching and safe environment for constructive play.
    - Support and help supervise, as directed, any extra curricular clubs for pupils

Professional Standards & Safety

- Work as part of a cohesive team, developing open and positive relationships with all staff, parents, and carers.
- Attend major school events (INSETs, staff meetings, prizegiving) and take opportunities to achieve further skills or qualifications.
- 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