



RUPERT HOUSE SCHOOL
Pre-Prep Teaching Assistant

Job Description

MAIN PURPOSE

To work under the direction of the class teacher(s) to support children's learning.

TEACHING AND LEARNING

1. Promote pupils' social and emotional development.
2. Always treat the children in an encouraging and positive way.
3. Help to create a warm, caring environment in which the children can grow socially, emotionally and mentally.
4. Supervise the activities of individuals or groups of children within the classroom.
5. To lead and support children in their play.
6. Under the instruction/guidance of class teacher(s) to support the learning for a group of children.
7. Under the instruction/ guidance of the teacher(s) support children with learning, physical, social or emotional development needs or behavioural difficulties.
8. Support the implementation of EHCPs and the SAPs.
9. Assist children in the use of resources.
10. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
11. Provide support for bilingual or multilingual pupils.
12. Contribute to the planning and evaluation of learning activities and report to the class teacher as agreed.
13. Support the class teacher in the delivery of learning activities.
14. Establish a constructive relationship with children and interact with them according to individual needs

15. Provide feedback to children in relation to progress and achievement
16. Contribute to organising effective learning environments and maintaining appropriate records.

ADMINISTRATIVE DUTIES

- 1 Prepare and present displays of children's work with minimal supervision.
- 2 Prepare materials and resources required by class teacher e.g. sharpen pencils, photocopying etc
3. Contribute information to pupil records.
4. Liaise with parents as appropriate.
5. Promote good pupil behaviour, dealing with conflict and incidents and reporting in line with school policy.
6. Participate in INSET and other training, other learning activities and performance development as required
7. Undertake playground and other duties and serve lunch as requested by the Head of Pre-Prep. This is likely to be on a daily basis.

STANDARDS AND QUALITY ASSURANCE

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, reporting all concerns to the class teacher and/or Head of Pre-Prep and/or the DSL.
2. Support the aims and ethos of the school.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend staff meetings as required.
5. Be proactive in matters of health and safety.
6. Review and develop own professional practice. Participate in INSET and other training and performance development activities as required

OTHER DUTIES AND RESPONSIBILITIES.

1. Perform duties such as early morning, playtime, lunch time supervision according to the Pre-Prep School duty rota.
2. Be responsible for supervising a class during wet play.
3. Accompany children to the Forest School/Outdoor Education and support the children's learning outdoors.

4. Administer first aid as necessary.
5. Assist and accompany children on class outings.
6. To assist generally in keeping the classroom and Pre-Prep tidy by ensuring that the toilets have paper towels, soap etc, replacing children's coats etc on pegs and ensuring the equipment is put away tidily.
7. Assist children on an occasional basis with personal hygiene routines including going to the toilet, changing of incontinent/sick children, dressing and undressing.

SAFER RECRUITMENT & CHILD PROTECTION

The TA is responsible for promoting and safeguarding the welfare of children for whom he/she is responsible, or with whom she/he comes into contact. It is the TA's responsibility 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 she/he must report any concerns to one of the designated Safeguarding Leads or the Head.