



KEY STAGE ONE TEACHING ASSISTANT JOB DESCRIPTION

Our mission is to develop happy, confident and successful pupils who are well prepared for their future.

GENERAL

The purpose of this job description is to outline the main responsibilities of a Key Stage One Teaching Assistant. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Key Stage One Teaching Assistant is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Key Stage One Teaching Assistant will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Key Stage One Teaching Assistant becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

A Key Stage One Teaching Assistant will be line-managed by the Head of Pre-Prep.

KEY RESPONSIBILITIES

Pupil Support

- Support individual pupils and groups, under the direction of the Class Teacher, introducing activities and using a range of strategies to support all pupils in their learning
- Be proactive in the pupils' learning and encourage the pupils to reach their potential
- Be responsible for the Health and Safety and welfare of the pupils within the classroom and playground environment, liaising with the relevant staff in case of emergency
- Demonstrate excellent curriculum knowledge and set high expectations which inspire, motivate and challenge the pupils
- Help pupils to access the full curriculum, at the same time promoting independent learning both inside and outside of the classroom, as well self-reliance and interdependence
- Provide care with regard to the physical welfare of pupils including self-care and other personal needs of pupils and implement related personal programmes
- Share responsibility for supporting pupils and parents during the periods of settling in and transition
- Support the wellbeing of pupils, reporting problems to relevant staff as appropriate

Staff Support

- Be flexible and willing to assist staff in any area of the school as reasonably requested
- Meet regularly with the Class Teacher to discuss pupil progress and to plan and review support
- Provide administrative support, such as: displaying work, filing, photocopying, tidying after lessons or activities, typing and other reasonable tasks for Prep-Prep Staff
- Contribute to discussions on making decisions and recommendations about practice, routines and organisation of space, to maximise learning opportunities of all pupils
- Contribute to the planning and evaluation of learning activities for individuals and groups



- Help prepare and maintain an engaging, purposeful, orderly and supportive environment for learning both inside and outside the classroom
- Help to maintain individual and group records when asked to by the Class Teacher
- Liaise with and maintain effective working relationships with parents, colleagues and other professionals
- Observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning
- Support the teacher in managing pupil behaviour, reporting conflict and incidents in accordance with school's policies and procedures
- Provide cover for absent colleagues and be willing to teach lessons independently, as required by the Senior Deputy Head

Other Responsibilities

- Actively support the school's vision, values and ethos
- Attend and contribute positively to all meetings to which they are required to attend
- Attend Speech Day, Open Mornings and other relevant whole school events
- Be familiar with, actively support and comply with all the school policies and procedures
- Be proficient in, and supportive of, using technology to support learning
- Maintain full and informative records as per school guidelines, such as the completion of Significant Conversation Forms etc.
- Participate in co-curricular school activities including clubs, day and residential trips
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headteacher or Senior Deputy Head

No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.