



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Line Manager:</b>	Head of Educational Operations

### **The job role:**

The role is to work closely with the Class Teacher supporting the learning and development of the boys in the Pre-Prep setting.

### **Key Responsibilities**

#### **Teaching and Learning**

- Supporting the teachers in creating and maintaining a purposeful, orderly and supportive environment for boys learning.
- To be part of the planning process (paying particular attention to the development of the specific support a TA is to give within any lesson).
- Assisting in the educational and social development of pupils under the direction and guidance of the Head of Educational Operations, Learning Support staff and Class Teachers.
- Assisting in the implementation of individual support plans for students and helping to monitor their progress.
- Providing support for individual boys or groups of boys inside and outside the classroom to enable them to fully participate in activities.
- Working with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assisting Class Teachers with maintaining the boys' records, monitoring the boys' progress, and feeding back information to the teacher and/or boy in order to inform future teaching.
- Supporting boys with emotional or behavioural problems and helping to develop their social skills.
- Working with groups of boys within the structure of the English and Mathematics lessons.
- Listening to individual boys read and recording their reading as appropriate.
- Supporting the use of Computing in learning activities and developing boys' competence in its use.
- Supervising boys on visits, trips and out of school activities as required.
- Providing regular feedback to teachers on pupil achievement, progress and problems.

#### **Administrative Duties**

- To help prepare and present displays of boys' work.
- To upload photos and work via online learning platforms.
- Support Class Teachers in photocopying and other tasks in order to support teaching.
- Assist Class Teachers who may have responsibility for designated areas of the school, e.g. library, displays etc.
- Undertake other duties from time to time as the Senior Leadership Team requires.

#### **Pastoral Care**

- Promote the inclusion and acceptance of all boys within the classroom.
- Support the boys consistently whilst recognising and responding to their individual needs.
- Encourage the boys to interact and work cooperatively with others as well as ensuring that all boys are engaged in activities.
- Promote independence and employ strategies to recognise and reward achievements and self-reliance.
- Provide positive values, attitudes and good behaviour dealing promptly with conflicts and incidents in line with established policy and encouraging boys to take responsibility for their own behaviour.

- Support playground/break/lunches and lunch playtime supervision as requested.
- Carry out basic first aid procedures as required.

### **Standards and Quality Assurance**

- Support the aims and ethos of the School.
- Set a good example in terms of dress, punctuality and attendance.
- Attend staff meetings (when appropriate).
- Undertake professional duties that may be reasonably assigned by the Senior Leadership Team.
- Be proactive in matters relating to health and safety.
- Take responsibility for their own professional development.

### **School development and the Schools' wider aspirations:**

- To establish / take responsibility for particular roles that further the School's provision and contribute to the School's development and wider aspirations.

### **Other background administration duties and responsibilities that may fall within your remit include assisting with:**

- Collecting forms
- Photocopying
- Record keeping and filing
- Classroom display
- Collating reports
- Ordering supplies and equipment
- Stocktaking
- Cataloguing, preparing, issuing and maintaining equipment and materials

### **Other Duties**

Staff are expected to carry out other duties as reasonably requested by the Senior Leadership Team.

### **Staff Handbook**

To follow the directions contained in the Staff Handbook, which change from time to time.

### **Child Protection and Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she **must** report any concerns to the Designated Safeguarding Lead as in accordance with the School's Child Protection Policy.

The above list is not exhaustive, but intends to give an understanding of the nature and breadth of the position.

### **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time in consultation with the postholder.



## **PERSON SPECIFICATION**

### **Experience**

- Has experience of working within a school setting

### **Qualifications and Knowledge**

- Holds a relevant Teaching Assistant qualification or is currently working towards one
- Has appropriate First Aid qualification or is willing to undertake training
- Has an understanding of workplace Health and Safety
- Is numerate, literate and has sound basic IT skills

### **Skills**

- Excellent organisational skills including the ability to prioritise and meet deadlines
- Ability to work on your own initiative
- Effectively manage own workload
- Ability to communicate with a range of people including staff and parents.

### **Personal Qualities**

- Can demonstrate the ability to work well as team member and independently
- Has a positive attitude and a willingness to help others
- Is a kind, friendly and patient person
- Has good communication skills

### **Other**

- A commitment to uphold and promote equality of opportunity
- A commitment to safeguarding our pupils in line with the school's Safeguarding Policy
- A commitment to the aims of the school.
- Is keen to promote APS actively and encourage others to do so.

Reviewed February 2025