



Northbourne Park School

Job Description

Job Title:	Teaching Assistant
Department:	Pre-Prep (EYFS and KS1)
Reporting to:	Nursery Room Leader/ Class Teacher and Head of Pre-Prep

Overall Purpose of the Job:

- To work as part of the learning support team, supporting the Class Teacher/ Nursery Room Leader by contributing to learning and care of children in the class.

Principal Responsibilities:

Teaching and Learning

- To undertake work/care/support programmes to enable access to learning and to assist the teacher in the development of core skills and the management of pupils and the classroom.
- Supervise the activities of individuals or groups of children within the classroom.
- Establish a constructive relationship with pupils and interact with them according to individual needs.
- Provide support for learning activities by making a contribution in the planning and evaluation of learning activities and supporting the delivery of learning activities
- Making a contribution to organising effective learning environments and maintaining appropriate records

Assessment and Feedback

- Provide feedback to pupils, colleagues and parents in relation to progress and achievement under the guidance of the class teacher/ room leader
- To contribute to the formative and summative assessment of children

Supervision and Duties

- To undertake play and lunchtime supervision and care of pupils as specified by the Head of Pre-Prep
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, dressing and undressing.

Safeguarding and Welfare

- 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 appropriate person.

Other responsibilities

- Contribute to the overall ethos /work/aims of the school.
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required.
- Establish constructive relationships with parents
- Support a range of extra-curricular activities, trips and visits every year.
- Attend relevant training as required.

- Fully endorse, understand and exercise your roles and responsibilities as defined in all school policies.
- Act within the NPS Professional Standards for teachers Policy.
- Fulfil other reasonable duties as directed by the Headmaster.

Decision Making Responsibilities:

Working under general supervision, the post holder is required to show initiative in the use of skills relating to their work but should refer to the class teacher for guidance.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- Full and relevant Early Years qualification (e.g. QTS, CACHE diploma, Level 3 Childcare & Education or Early Years equivalent qualification.)
- GCSE Grade C in English and Maths.
- Ability to work as a resourceful member of a team.
- Flexible and proactive attitude to work.
- Honest, reliable and trustworthy.

Desirable requirements:

- Knowledge of the EYFS, KS1 or KS2 curriculum.
- Experience in another IAPS School.
- D1 driving licence category to enable position holder to drive 17-seat minibus.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated June 2024. This job description is subject to review and change as necessary.