

BROMSGROVE

PREPARATORY SCHOOL

TEACHING ASSISTANT

Based:	Bromsgrove Preparatory School	
Hours of Work:	Core working hours will be Monday – Friday 8.00am – 4.00pm, term time only plus one week of inset training. <i>There may be the possibility of up to 52 week per year employment to support our Holiday Club provision. Additionally, any applicant who is interested in assisting with our clubs and activities provision from 4.00pm to 5.15pm should declare this in their application.</i>	
Rate of Pay:	£ 12.81 per hour.	
Line Manager:	Preparatory School Headmaster	
Holidays:	Whilst you are entitled to all school holiday periods, your pro-rata entitlement is 5 weeks pro-rata per annum.	
Sickness Benefit:	Length of Service	Full Pay (including entitlement to Statutory Sick Pay)
	During probationary period	Nil
	During first year	2 weeks
	During second year	6 weeks
	During years 3-5	8 weeks
	During years 6-10	10 weeks
	During year 11 and beyond	12 weeks
Pension Scheme:	A contributory pension scheme is available up to 7%.	

GENERAL DUTIES

To be responsible, under the direction of the Headmaster, Head of the Junior Department, Head of Year, and any other designated teacher, for the care and welfare of a designated group of pupils having regard to the requirements of the School's aims, objectives and schemes of work and any policies of the Governing Body.

To share in the corporate responsibility for ensuring the welfare of all the pupils and the maintenance of expected School standards.

SPECIFIC RESPONSIBILITIES

- Help with the pre-term preparation and general day-to-day preparation and clearing up of teaching areas in term time.
- Maintain a safe environment including ensuring any equipment used is hygienic and any potential hazards removed.
- Supervise pupils as they arrive in School in the morning prior to registration.
- Assist teaching staff in the provision of general care and welfare of the children in the classroom including First Aid, assisting with personal hygiene routine (using toilet and hand washing), changing of soiled clothing, dressing and undressing where appropriate.

- Help supervise children when moving around the school building, at break and lunchtimes and any activities away from the classroom or out of school.
- Work with teaching staff in the observation, assessment and recording of information and to contribute relevant information on individual children, for teaching staff to use when reporting to parents.
- Ensure all pupils are appropriately supported in their learning be it academic, personal, behavioural or social, by adopting strategies as directed by the teacher.
- Supervise and implement teaching activities under teaching staff direction.
- Support delivery of our phonics programme.
- Create and adapt appropriate quality resources for lessons planned, including differentiation or SEN pupils and More Able pupils.
- Work collegially within the Teaching Assistant team across the School
- Lead learning through play-based activities and high quality interactions with pupils.
- Prepare and help create attractive and interactive learning displays.
- Escort pupils between lessons to subject specialist teaching areas and assist with the general movement of pupils around the school.
- Undertake supervision duties at break and lunchtimes on a rota basis.
- Provide support outside of normal routines such as attending trips, covering lessons in the Junior Department in certain instances etc.
- Assist in organising an effective learning environment which promotes independence and challenge.
- Assist with the completion of assessment, Provision Maps and records and reports on development, progress and attainment through observation, consultation with the class teacher, recording and filing.
- Uphold the Code of Conduct and appropriate policies through effective delivery of their aims.
- Under the direction of the teacher, promote and model positive behaviour in all teaching areas.
- Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the School's duty of care.
- Liaise with parents regarding incidents, accidents, dietary issues and well-being.
- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development

This job description is not necessarily a comprehensive definition of the role and the Teaching Assistant may be directed to undertake other such tasks or duties, which may reasonably be given to them by the Headmaster or other member of the Senior Management Team under the direction of the Headmaster from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Testing
Qualifications	<ul style="list-style-type: none"> NVQ2 or equivalent in relevant area Good numeracy and literacy skills 	<ul style="list-style-type: none"> GCSE Grade C or above English / Mathematics First Aid training Basic Food Hygiene certificate 	Application form, interview procedure and viewing qualification certificate
Experience	<ul style="list-style-type: none"> Recent experience working with children in some capacity 	<ul style="list-style-type: none"> Recent experience working as a Teaching Assistant in a primary or infant setting 	Application form, interview procedure, references.
Special Knowledge		<ul style="list-style-type: none"> Knowledge of the KS2 curriculum Knowledge of observation techniques 	Application form, interview procedure, references.
Particular Skills and Aptitudes	<ul style="list-style-type: none"> Good ICT skills. Ability to work as part of a team. Good interpersonal organisational and communication skills. Ability to deal sensitively with children, staff and parents. Ability to maintain the ethos of the school. Able to work under direction but use initiative as the situation demands. A positive 'can do' attitude. 	<ul style="list-style-type: none"> Ability to support, encourage and build confidence, independence, and skills of children experiencing barriers to learning 	Application form, interview procedure, references.
Other requirements	<ul style="list-style-type: none"> Clear Enhanced DBS Disclosure if appointed. Suitable to work with children. Have commitment to own personal and professional development 	<ul style="list-style-type: none"> Able to be flexible with working hours should the need arise for extra work on an ad hoc basis. 	References, Enhanced DBS Disclosure, identity checks, interview, medical fitness declaration, other relevant safeguarding checks

HOW TO APPLY

Please complete the online application form.

Closing date for all applications is Monday 22 June.

The School is committed to safeguarding and protecting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.