

**JOB DESCRIPTION**

### **Job Title:** Teaching Assistant

**Grade:** AS10 – AS12 (Truro School Support Staff Scale)

**Reporting to:** KS1 Co-ordinator

**Purpose of Job**

To work with and support the members of the teaching staff at Truro Prep School, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

**Key responsibilities**

To work under direct supervision/instruction to support access to learning by:

* Working with and supporting small groups or one-to-one within the classroom setting;
* Undertaking general clerical/organisational support for the teacher.

### **Duties**

Support the teacher by:

* Setting out equipment in an interesting and stimulating way before the activities of the day and clearing away equipment after use, encouraging the assistance of the children;
* Being aware of pupil achievements/progress/problems and reporting these to the teacher as agreed;
* Undertaking pupil record keeping as requested;
* Being aware of/working within planned learning activities;
* Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy;
* Working with teacher in managing pupil behaviour and reporting difficulties as appropriate;
* Gathering/reporting information from/to parents/carers as directed;
* Using Tapestry as directed by the teacher;
* Providing clerical/administrative support e.g. photocopying, typing, filing etc.;
* Supervision and involvement with practical activities;
* Supervision and involvement with children in outdoor play areas;
* Generally supervising at lunchtimes and break times of Pre-Prep children;
* Supervising groups of children on school visits;
* Sharing responsibilities for compilation of displays;
* Helping control and maintain various resources and records, books materials, equipment etc.;
* Making use of available audio/visual aids and display where appropriate;
* Providing caring support to the children at all times;
* Administration of basic First Aid following regular updating of First Aid Course;
* Assisting with the development of the children’s social skills e.g. toileting, dressing and use of knives and forks;
* Participating in the care of children awaiting collection by parents;
* Attending In-Service Education Training courses as required;
* Undertake “tea club” duties on a weekly rota basis;
* Supporting and liaising with the members of the teaching staff of the Pre-Prep and Prep School.

**Person Specification:**

Essential:

* Recent and appropriate experience of working with young children;
* Good basic education to GCSE level in literacy and numeracy, or the equivalent;
* Proven ability to communicate effectively at all levels, with children, parents and staff;
* Ability to provide high-quality childcare, and creative play;
* Awareness of Health & Safety issues in working with children;
* A basic level of computer literacy;
* Calm, polite and enthusiastic manner;
* Current First Aid certificate; and/or current Paediatric First Aid certificate;
* Any provisional offer of employment will be subject to satisfactory completion of all pre-employment checks required by *‘Safeguarding Children and Safer Recruitment in Education’*, including an Enhanced DBS check, written references, and assessment of medical fitness (following completion of an Occupational Health assessment questionnaire).
* Sympathetic to the Methodist traditions of the School

Desirable:

* Preferably, a recognised Childcare qualification (at NVQ level 3 or equivalent);
* Proven and successful experience in a similar role working with younger children;
* Willingness to get involved with the life of the school in terms of sport and activities;
* Current First Aid certificate; and/or current Paediatric First Aid certificate;
* An empathy and understanding of Independent Schools.

**ADDITIONAL**

* Truro Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role involves daily supervisory responsibility for children.
* This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Reviewed:** September 2019

**Reviewed by:** Head of Prep