



JOB DESCRIPTION

JOB PURPOSE: To provide effective support to teaching staff to ensure the development, learning and progress of the pupils in our school.

RESPONSIBLE TO: Headteacher
Head of Pre Prep/Head of Juniors

SUPPORT FOR PUPILS

- Supervise and/or teach the activities of individual, groups and classes of children with differing needs to ensure their safety and facilitate their educational development, this may include planning and reporting to parents where necessary
- Supervise the activities of whole classes of children with differing needs to ensure their safety and facilitate their educational development
- Provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individuals, groups and whole classes of children
- Provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises
- Be responsible for promoting and safeguarding the welfare of the children in our school.

SUPPORT FOR TEACHERS

- Actively participate with teaching staff in the planning and preparation of the curriculum
- Evaluate pupils' progress through a range of assessment activities and monitor pupils' participation, progress and responses to learning
- Contribute to maintaining and analysing records of learners' progress
- Complete admin tasks such as photocopying and filing
- Prepare display materials and teaching resources
- Actively promote the use of ICT within the classroom.

SUPPORT FOR CURRICULUM

- Understand the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme
- Understand the key factors which affect the way pupils learn.

SUPPORT FOR THE SCHOOL

- Support moving the school forward through being familiar with and supporting the objectives in the SDP
- Support all school policies including those relating to managing diversity and inclusion, and promoting positive attitudes, values and behaviour
- Maintain successful relationships by treating pupils consistently with respect and consideration
- Assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises
- Undertake other relevant duties allocated at the discretion of the classroom teacher, headteacher or other designated supervisor
- Support school productions, eg by managing the costumes.
- Attend and support school events including those outside of school hours.

OTHER RESPONSIBILITIES

- Assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises.



POSITION: HLTA

- Participate positively in performance management and monitoring procedures.
- Undertake other relevant duties allocated at the discretion of the classroom teacher, headteacher or other designated supervisor as required.

This job description should be seen as enabling rather than restrictive and is subject to annual review.

Signed:..... Date:



PERSON SPECIFICATION

Qualifications

Teaching qualification, HLTA qualification or equivalent experience	Essential
GCSE Maths and English grade 4 or above (or equivalent)	Essential

Experience

Training in the relevant strategies, eg Literacy/formative assessment	Essential
Experience of teaching children of relevant age in a learning environment	Essential
Experience of working in an independent prep school	Desirable

Skills/Knowledge

Excellent numeracy/literacy skills	Essential
Ability to use ICT effectively to support learning	Essential
Full working knowledge of relevant policies/codes of practice/legislation	Essential
Working knowledge and experience of implementing national curriculum and other relevant learning programmes	Essential
Good understanding of child development and learning processes	Essential
Understanding of statutory frameworks relating to teaching	Essential
Ability to improve own practice/knowledge through self-evaluation and learning from others	Essential
Ability to relate well to children and adults	Essential
An understanding of classroom roles and responsibilities and your own position within these	Essential
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	Essential
Ability to work effectively as part of a team and contribute to group thinking, planning etc	Essential
Excellent communication skills with adults and children, verbally and in writing	Essential
Motivate, inspire and have high expectations of pupils	Essential
An awareness of, and commitment to, equalities issues	Essential
Ability to record and assess pupil progress/performance etc	Essential
Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities	Essential

Personal Attributes

Motivated, enthusiastic and flexible	Essential
Friendly, helpful, welcoming	Essential
A desire to develop yourself and those around you as individuals	Essential
Ability to work calmly under pressure	Essential
Ability to use own initiative and work independently	Essential
Ability to adapt quickly and effectively to changing circumstances/situations	Essential
Creative approach to problem solving	Essential