



THE ROLE

The Teaching Assistant reports to the Head of Pre Prep and works under the supervision of the class teacher and alongside other teaching assistants.

The Teaching Assistant will support class teachers in delivering engaging lessons, encouraging our pupils to become confident individuals who love learning. They will assist our pupils in making excellent progress. Additionally, they will lead one-to-one and group sessions with pupils, under the direction of the class teacher or SENDCO (Prep). This role is an ideal opportunity for anyone looking to pursue a career in education. However, people with all levels of experience are warmly invited to apply.

This is a permanent position offered on a full-time basis, 42.5 hours per week, term time plus 1 week (36 weeks per year). The working hours will be Monday to Friday 8.00am – 5.00pm with a 30 minute unpaid lunchbreak each day.

The preferred start date for this position is September 2024 or earlier, if possible.

This position involves contact with children and will amount to regulated activity as defined by Keeping children safe In education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

All Teaching Assistants are appointed by the Head of Prep and line managed by the Head of Pre Prep. Teaching Assistants work under the supervision of the relevant class teacher and are expected to:

- Work with pupils on an individual basis or in groups and take responsibility for their learning. These may be tasks such as literacy, numeracy, IT and creative skills development and associated activities, support or extension activities. Also, carry out any other reasonable tasks identified by the supervising member of staff, helping the teachers with all aspects of the children's learning.
- Support children with their learning and provide feedback to teachers in relation to attainment and progress.
- Work with the class teacher to support each child's individual progress in reading.
- Supervise pupils at the beginning and end of the day and carry out duties, e.g. in the playground, dining room, after school care, clubs.
- Provide stimulating and creative play opportunities at After School Care and maintain a safe and nurturing environment.
- Lead an After School Club as and when required.
- Undertake First Aid training and provide care if needed for girls who are ill or injured in conjunction with the school nurse. Provide personal care on occasion if needed.
- Undertake administrative tasks such as writing in parent communication books, filing, photocopying, preparing and presenting displays and resources, assisting with props and costumes under the direction of the teacher.
- Accompany teachers and classes on educational visits.
- Provide excellent pastoral care for all pupils.
- Maintain good order and discipline among pupils, safeguarding their health and safety at all times.
- Play a part, when requested, in the assessment of prospective pupils.
- Attend occasional evening and Saturday events.
- Attend whole school staff meetings at the beginning of term and other meetings as requested.
- Adhere to school policies.
- Work positively and constructively as a member of the staff team. Liaise and work with colleagues and parents.
- Participate in INSET and training as required, taking a full part in professional development.
- Engage in the School's performance management programme.
- Flexibility in the role is important as the Job Description may change in response to the school's needs and/or educational initiatives and developments.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head of Prep.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position;

QUALIFICATIONS & EXPERIENCE

- Experience of working with children in a paid or unpaid capacity
- A childcare qualification (desirable)

SKILLS

- Ability to engage and communicate with children
- Ability to work collaboratively with adults
- Good numeracy, literacy and IT skills
- Excellent time management and organisation skills
- Ability to prioritise

PERSONAL QUALITIES

- Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise
- Warmth in relationships with adults and children alike
- Honesty and integrity
- Understand and respect the principles of confidentiality
- Hold high professional standards and expectations of pupils and yourself
- Have a willingness to learn new ways of thinking and teaching and to try new approaches
- Flexibility and team working skills
- Proactivity and energy

PHILOSOPHY & ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Contribute positively to the overall ethos, objectives and aims of the School

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in this area