

## Teaching Assistant Cargilfield Pre-Prep Department

### Skills and Attributes required:

Candidates will be SSSC registered/eligible for registration. They will possess a genuine interest and talent in working with children and be resilient and enthusiastic. Excellent communication skills and the ability to work effectively with staff and children of all levels is essential, along with good organisational and time management skills and the ability to use initiative in a range of contexts. Experience of working with children with a range of additional support needs is an advantage.

Applications are welcomed from holders of a PDA in Educational support Assistance, HNC/HND in Supporting Special Learning Needs or equivalent.

Hours: Part time (Term time only) 25 - 30 per week

Salary: Dependent of qualifications and experience

Line Manager: Deputy Head (Pre-Prep)

### Duties and Responsibilities

#### Classroom Assistance

- To establish productive and professional working relationships with pupils and colleagues within the Pre-Prep.
- To provide support to pupils of all abilities while showing patience, understanding and empathy.
- To work alongside and under the direction of class teachers to define, plan, prepare, deliver and assess appropriate learning experiences for the pupils across the curriculum.
- To be involved in the planning and implementation of individual education plans as appropriate.
- To be flexible in approach in order to meet the individual needs of pupils.
- To carry out administrative tasks, including updating and maintaining records of pupils' progress.

## **Supervision**

- To engage with and supervise pupils during break and lunchtime playtimes and facilitate their access to a range of activities.
- To maintain good order and discipline among pupils and to safeguard their health, safety, and general welfare, with particular reference to the School's Child Protection Policy.

## **General**

- To attend to the personal care of pupils.
- To take part in the School's Staff Appraisal system and support group network.
- To participate, where appropriate, in the wider life of the school.
- To respect the confidential nature of the work being undertaken and any knowledge about individual pupil's personal and educational circumstances.
- To be up-to-date with the Staff Handbook, and all academic and welfare policies set down by the school.
- To communicate any significant welfare issue to the Child Protection Officer or Headmaster.
- Attend school functions and INSET at the start of each term or as otherwise required.
- Any other reasonable request the Headmaster or Head of Pre-prep should make.