

Job Description

Job Title: Teaching Assistant

Responsible to: Head of Learning Support

Job Summary:

To work with and support members of the teaching staff in ensuring that pupils receive the highest possible standards of care and education, becoming safe, secure and successful.

Under guidance from the Teachers and Head of Learning Support the post holder will be expected to work with individual pupils and small groups within the classroom. The post holder will be expected to provide cover for planned and unplanned short term teacher absences.

To carry out the professional duties of a TA as circumstances may require and in accordance with the school's policies under the direction of the Headmaster.

Key Responsibilities:

Teaching and learning

- Assist in the educational and social development of pupils under the direction and guidance of the teachers and Head of Learning Support.
- Assist the teachers and Head of Learning Support in the planning of work for individuals and groups of pupils and developing extended activities. Help monitor their progress
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities; support pupils with specific learning needs and help develop their social skills
- Undertake planned and unplanned cover in the short-term absence of teachers in all curriculum areas
- To undertake duties and pupil supervision as directed.

Administrative duties

- Support teachers and Head of Learning Support in preparation and production of classroom materials
- Ensure that all departmental materials and equipment are in good, safe working order and stored safely and securely
- Assist teachers and Head of Learning Support with maintaining pupil records
- Undertake normal office administration tasks; filing, photocopying, answering emails, etc.
- Prepare and present displays of pupils' work both in the classroom and surrounding areas
- Assist with the planning and organising of departmental trips
- Assist with examination administration if required
- Assist and provide support to teachers and Head of Learning Support with pupil data analysis
- Attend meetings as appropriate to role.

Other Duties

- To maintain confidentiality, observe data protection and associated guidelines where appropriate
- Report and record incidents, such as welfare/behavioural issues and accidents on the School's CPOMS, ClassCharts and ISAMS databases
- To carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy

- Observe all school practices relating to child protection, security, fire and emergency and Health and Safety
- To understand and comply with all other relevant school policies
- To assist with out-of school or after school activities
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- Participate in in-service training as appropriate to role
- To keep up to date with Continual Professional Development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification:

The successful applicant should:

- Be suitably qualified and/or experienced to assist across the curriculum as noted in the job description.
- To have had experience of working with children between Year 3 and Year 8 would be beneficial.
- To have had experience of working with children with a wide range of learning needs would be an advantage.
- Be committed to the values of St Andrew's Prep and independent education and play a full part in the life of the school.
- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children.
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level.
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally.
- Promote and espouse Fundamental British Values.
- Have a good sense of humour.
- Be a good listener with children and adults, open and approachable.
- Be flexible whilst adhering steadfastly to important principles.
- Possess determination, enthusiasm and stamina.
- Present high standards of appearance at all times in keeping with the profession.
- Communicate confidently with parents.
- Be positive and motivated.

Terms and Conditions

Salary: £15,919 per annum based on an hourly rate of £10.05.

Hours of work: Working hours will be Monday to Friday 7.30am to 4.00pm, with a 30-minute unpaid break, during which term time only (40 hours weekly). Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings and fixtures.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5%

of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: 4 weeks plus Bank Holidays, pro rata, to be taken during School holidays. Pay for this is included in the salary.

Other Benefits:

- Free meals during working hours when Dining Hall open
- Life Assurance
- Employee Assistance Program
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Annual pay review
- Easy public transport connections and free parking
- Stunning location.

Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check and positive references.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.

The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.

The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

St Andrew's Prep is an equal opportunities employer.

TBG January 2023