BERKHAMPSTEAD SCHOOL

Job Description

Job Title: Teaching Assistant – one-to-one support

Reports to: Head of Department (Prep, Pre-Prep, Early Years) and, ultimately, the Head Teacher

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Position Summary
To give one-to-one support to a pupil with specific learning difficulties. To support teaching staff in the provision of the: -

- educational and social development
- care, welfare and discipline of pupils both inside and outside of the classroom in accordance with the school's aims, objectives, policies and schemes of work
- - ensuring a welcoming, safe and stimulating environment for the children.

Does this position have (staff) supervisory responsibilities? No

Does this position have budgetary responsibilities? No Major Accountabilities (High level accountability statements)

Position Prerequisites

1. Assist in the educational and social development of pupils under the direction and guidance of the Head teacher, teaching staff and SENCO.
2. Deliver care and first aid as appropriate following the School's First Aid Policy.
3. Assist in the implementation of individual education programmes for pupils and help monitor their progress, including observation and feedback to teaching staff.
4. Provide support, as required, for individual pupils inside and outside the classroom to enable them to fully participate in activities.
5. Supervise groups of children in specific classroom or differentiated work activities.
6. Assist teachers in curriculum planning, and the preparation of work and activities for pupils.
7. Assist teachers with maintaining pupil records and liaising with parents when appropriate.
8. Support pupils with emotional or behavioural problems and help develop their social skills.
9. Work with other professionals, such as speech therapists and occupational therapists, as necessary

10. Assist teachers with general administration, organisation and resourcing activities to support teaching.
11. Accompany children to activities around school and on outings.
12. Supervise toilet breaks, outside play, breaks and lunchtime, promoting good manners and behaviour, and personal hygiene.
13. Report to the teacher any signs or symptoms which may suggest that a child requires expert or immediate attention. Provide first aid as necessary.
14. Be alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Head of Department and Head of Pastoral Care immediately, adhering to safeguarding policies, procedures and practices.
15. Be proactive in matters relating to health and safety with respect to pupils, staff, parents and visitors.
16. As a member of the staff team, contribute to and nurture a positive and professional working environment, role modelling adherence and commitment to the aims and ethos of the school and its codes of conduct.
17. Undertake other professional duties that may be reasonably required e.g. staff meeting attendance, open days.
18. Undertake other reasonable duties or requests from time to time as requested by the Head teacher.

Role Attributes (Skills/Competencies/Behaviours – descriptor and explanation)

- Interpersonal Skills: Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeking to understand other people's views, and adapts own approach accordingly.
- Communication Skills: Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- Collaboration & Teamwork: Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
- Quality Commitment: Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
- Planning & Organisation: Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
- Resilience: Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- Confidentiality & Integrity: Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.

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Position Prerequisites (e.g. Qualifications, experience)

- Minimum of 6 GCSEs including Maths and English
- Qualification at NVQ level 3 or equivalent in a teaching assistant or childcare related course desirable, with qualification beyond this a distinct advantage
- Experience working with children – whether paid or voluntary
- Good knowledge of First Aid
- ICT skills at basic level or beyond
- Training in relevant strategies e.g. literacy, sign-language, an added advantage.

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.

Additional Information:
Hours of Work: 8.00am until 4.30pm – 3 days per week (flexible days) - Term-time only
Start Date: February/March 2022
Salary Range: £9,845 - £11,026
Closing date for application: 28th January 2022

The 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 (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.