

COGNITA

Role Profile: Teaching Assistant

Purpose

Downsend School Pre-Preps are happy, caring and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child. Our Teaching Assistants assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Pre-Prep policies.

Key Accountabilities

Relationships

The post holder is responsible to the Pre-Prep Head Teacher. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with pupils, parents and staff.

Standards and Quality Assurance

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- To attend events, including Saturday Open Mornings;
- To attend INSET days and participate in training and other learning activities and performance development as required;
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities

- To be responsible to the Pre-Prep Head Teacher.
- To assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Pre-Prep policies. Welfare and personal care will include changing nappies and soiled clothing.
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare.
- To undertake lunchtime and break-time duties as required for the day to day running of the school.
- To maintain good relations with pupils, parents and teaching and non-teaching staff.
- To participate in meetings at the school which relate to the curriculum and organisation of the school and the pastoral care of the pupils.
- To attend events, including Saturday Open Mornings and Afternoons. Other events may include parents' evenings, information evenings and Parents' Association events.
- To attend staff meetings and INSET days as required.
- To assist the class teacher with planning, preparation and delivery of lessons.
- Within the Early Years, to take responsibility for a key group of children and maintain their individual profiles if appropriate.
- To maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the school premises.
- To assist in ensuring that the classroom is an organised, lively, stimulating and safe learning environment.

- To participate in arrangements made for appraisal.
- To undertake additional duties as required by the Pre-Prep Head Teacher.

The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Pre-Prep Head Teacher (subject to the terms of the post holder's contract of employment)

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A relevant qualification in Childcare and/or Education	
Skills	<ul style="list-style-type: none">• Knowledge and understanding of child development and the ways in which children learn• A commitment to the provision of high quality childcare• A positive approach to inclusive practice, with children and colleagues• Ability to help professional staff to achieve their objectives• Confident in the supervision children, and adhere to defined behaviour management policies<ul style="list-style-type: none">• Demonstrate a good understanding of child safeguarding arrangements	
Experience	<ul style="list-style-type: none">• Experience of working with young children, perhaps as a parent or voluntary worker	
Other		

Signed: Name (print):

Date: