

## JOB DESCRIPTION: PRE-PREP TEACHING ASSISTANT, PART-TIME

**Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).**

<b>Scope &amp; General Purpose:</b>	To be an active member of the Pre-Prep team, and contribute strongly to the effective provision and practice within Years 1, 2 and 3
<b>Responsible to:</b>	Head of Pre-Prep
<b>Hours of work:</b>	0815-1530, 3 days per week with 2 additional crèche sessions per week 1600-1715, term-time only
<b>Salary:</b>	£15,606 <i>pro rata</i> per annum (Crèche duties are paid additionally)
<b>Pension:</b>	Auto-enrolment by the School into the <i>School's Pension</i> as appropriate
<b>Commencement Date:</b>	September 2023
<b>Notice Period:</b>	Half a term

### Overview

To be a highly motivated, energetic and skilled member of our Pre-Prep team who will contribute strongly to the outstanding provision and practice in the Pre-Prep department.

### Key Tasks

- To assist with the teaching and learning across the Year 1, 2 and 3 classes as timetabled by the Head of Pre-Prep.
- To assist in crèche (after-school facility) for 2 sessions a week depending on rota requirements.
- To participate in our phonics programme if required. Training will be provided as appropriate.
- To contribute to the planning, assessment and reporting process that the class teachers follow as required.
- To assist in classroom management as requested, maintain displays, organising resources and other administration tasks required.
- To attend regular team meetings with the teaching assistant team and then follow any actions arising from those meetings.

- To assist with all Pre-Prep staff in serving and helping at lunchtimes and undertaking duties on the playgrounds.
- To liaise with parents and providers of care about the welfare and pastoral needs of the pupils as needed.

## **Knowledge, Skills and Experience Required**

### ***Essential***

- The appropriate aptitude and attitude to be able to build positive relations and support pupils with their learning and development.
- Good literacy and numeracy skills.
- Enthusiasm, energy and commitment.
- Excellent interpersonal skills with the ability to communicate effectively at all levels, including with the pupils, colleagues and parents.
- Demonstrates patience, with a kind and caring manner.
- Ability to work under own initiative.
- Proven successful decision-making skills.
- Flexible approach to role.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

### ***Desirable***

- Level 2 TA Qualification or equivalent is desirable but not essential as further training can be offered in post if required.
- Experience of working with children in a school, or similar, environment.

### ***Continuing Professional Development includes:***

- Attendance at Full Staff meetings and Staff INSET days which tend to occur on the first two weekdays before the start of a new term; assistants are also welcome to attend weekly Pre-Prep staff meetings.
- A willingness to update first aid expertise and observe high standards of safety.
- The undertaking of Child Protection Training as required and in line with the Witham Hall School Safeguarding Children Policy.
- Attendance at any available training suggested by the CPD co-ordinator, or any local area cluster groups as appropriate.

## **Note**

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.