

# Spratton Hall Pre-Prep

## Teaching Assistant Job Description

**Job Title:** Teaching Assistant

**Responsible to:** Head of Pre-Prep Department

We are looking for a caring, enthusiastic and experienced full-time Teaching Assistant, who holds an NVQ Level 3 or equivalent qualification, to work in our happy and successful Pre-Prep Department.

Predominantly working alongside either a Year 1 or Year 2 class, the successful candidate will assist the teachers in hearing children read; preparing teaching resources; supporting and encouraging children with their learning; and covering some lunchtime, playtime and after school supervision duties.

### **General Information**

Spratton Hall is situated on the edge of Spratton, seven miles North of Northampton, surrounded by beautiful countryside. At present, there are approximately 390 pupils in the School, 270 in the Senior School (aged seven to thirteen) and 120 pupils in the Pre-Preparatory Department (aged four to seven). The Pre-Preparatory Department consists of two Reception classes, two Year 1 classes and three Year 2 classes, all containing approximately seventeen to twenty children in each. Spratton Hall is fully co-educational, with a roughly equal split between boys and girls.

Spratton Hall has a happy, supportive and committed staff, eighteen of whom work in the Pre-Prep Department. Spratton is a buoyant, thriving and happy school, with healthy waiting lists for entry for the next two years and beyond.

### **Job Description**

- To ensure that the pupils in their care feel happy, safe and valued.
- To assist the teacher in delivering the curriculum in an interesting and exciting way.
- To have an understanding of how pupils learn and how teaching assistants can enhance and support learning.
- To liaise closely with the class teacher, supporting and enabling learning objectives to be met as effectively as possible.
- To work enthusiastically and co-operatively as a member of a busy departmental team.

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**Teaching assistants within the Pre-Prep Department shall undertake the following duties:**

## **Planning and Preparation**

- To work as a member of a team and liaise closely with other members of the Pre-Prep Department to the benefit of the children.
- To help the teachers to maintain a high standard of display during, and at the beginning of each term, to ensure that the classroom looks interesting and inviting, thus stimulating the children's curiosity about what they are to learn in the coming weeks. This will involve working for one or two days with the teachers during the holidays.
- To help keep classroom and departmental areas tidy and free from obstructions

## **Classroom Organisation**

- To follow the Teacher's direction when working with groups and individuals, so that the learning takes place in a wide variety of ways, i.e. through practical, multi-sensory tasks, games, role-play, speaking and listening activities and ICT.
- Following an activity, to feedback any thoughts and/or observations to the class teacher to assist in identifying the next steps in the children's learning.
- To help ensure that high standards of health, tidiness and hygiene are maintained in the classroom at all times:
  - sink areas are kept clear of paint pots and brushes
  - Designated snack areas are kept clear of any other resources and surfaces are sprayed down with anti-bacterial spray before and after food preparation.
  - Tables are sprayed using anti-bacterial spray before and after snack
  - Children are encouraged and if necessary helped to wash their hands, before eating and after using the toilet.
  - Work surfaces and display areas are tidied at the end of sessions and at the end of the day
  - To help with the filing and storing of children's work
  - To help keep cloakroom areas tidy

- To encourage the children to take a pride in their work.
- To assist in the displaying of pupils' work.

## **Safeguarding**

- To be aware of the Pre-Preparatory guidelines on the supervision of pupils, before and after School, during playtimes, wet playtimes and School guidelines on fire protection.
- To understand the correct procedure to be followed in child protection/safeguarding issues

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- To understand the Pre-Prep First Aid Policy, the Health and Safety Policy, the Staff Code of Conduct and Safeguarding Policy and to follow their procedures

## **General Duties**

- To maintain good order and discipline, through praise, reward and encouragement, within the classroom so that pupils feel happy and secure and are able to work to the best of their ability.
- To be a good role model in all that you say and do.
- To support individual children with their reading each day, providing encouragement and support, to enable the child to make progress and to enjoy what they are doing.
- To be welcoming and helpful towards parents.
- To help supervise children to, from and during activities around the school site
- To attend relevant Staff Meetings, Supervisory Meetings and INSETS, and any other meetings as deemed necessary by the Head of Department or the Head Master.
- To accompany the pupils to lunch and to encourage them in the use of good table manners and sensible eating habits.
- To undertake the supervision of the pupils before and after school, and during breaks on a rota basis.
- To attend school functions i.e. Speech Day, Open Day, School Fetes
- To become fully involved in life at Spratton Hall.

## **Personal Attributes**

- Enthusiastic and energetic, with a desire to create happy, self-motivated pupils.
- Good organisational skills.
- An ability to relate well to colleagues, pupils and parents and to communicate effectively with them.
- Versatility and adaptability.
- To be innovative.
- A complete understanding of the need for confidentiality
- To contribute fully to the life of a busy Pre-Prep Department.

## **Conditions of Service**

This is a permanent, part-time position, working from 8.20am-4.00pm (very occasionally it may be necessary to start at 8.10am if a member of teaching staff is absent) for four days per week. There will be 'Late Duties' approximately once or twice a week. These commence at 4.00pm, with the possibility of working up until 5.20pm. You will be notified of these duties in advance of the term to which they relate to.

Spratton Hall has its own salary scale, which is broadly based on the National Scale. Starting salary would be based on experience and qualifications.