



RYDES HILL

PREPARATORY SCHOOL & NURSERY

Teaching Assistant inc After School Playworker

Job Description

Part-time:	Monday & Friday 8.00 am – 6.00pm; Tuesday -Thursday 3.15 pm – 6.00 pm; Term time only
Holiday Entitlement:	pro-rata 6 weeks per year plus bank holidays
Additional Benefits:	Pension. Discounted Nursery / School fees. Lunch provided.
Reporting Chain:	The Headmistress

Main Purpose of the Role

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher

- Supervise a class if the teacher is temporarily unavailable
- Use computing skills to advance pupils' learning
- Undertake any other appropriate duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Work effectively and collaboratively with classroom teachers and other colleagues through a deep knowledge and understanding of the role Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

After School Playworker

- Work under the direction of the Stay and Play manager to set up stimulating and engaging activities for children in Stay and Play
- Engage children in meaningful play
- Serve snack and light supper to children in the club. Assistance with cutting of food etc to be provided as required
- To provide intimate care to children who require it
- To liaise with parents when they collect their child, relaying messages as needed

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Carry out break time or lunchtime duties as required

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in Rydes Hill School, enhance its reputation whenever possible, and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headmistress.

Review:

This job description will be regularly reviewed and if additional tasks are assigned by the Headmistress or Deputy Heads and they constitute a permanent addition to the job description, this will be in consultation with the post holder. The main purpose of the role and key responsibilities are not a comprehensive statement of procedures and tasks but set out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safeguarding:

Rydes Hill is committed to safeguarding and promoting welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Rydes Hill Safeguarding and Child Protection Policies. The successful applicant will be required to have an enhanced DBS disclosure.