



PINEWOOD

Est. 1875

JOB DESCRIPTION

PRE-PREP TEACHING ASSISTANT

Line manager: Deputy Head of Pre-Prep

Salary Scale: Dependent on experience and qualifications

Paid hours per week during term-time:

Monday – Friday 8am – 4.30pm

In addition, attendance at Staff Inset Training Days will be required (approximately 5 days per year) and attendance at other occasional school events outside of normal hours may be required (e.g. Parent's Evenings)

General description of role:

To carry out the professional duties of a Teaching Assistant; upholding the Pinewood teaching standards and supporting the Class Teacher to ensure that the pupils reach their full potential academically, socially and emotionally. The Teaching Assistant has responsibility for the safety, welfare and supervision of the children under the direction of the Class Teacher, Deputy Head of Pre-Prep and Head of Pre-Prep.

This role will be based with either a KS1 or Early Years class, depending on both the needs of the Pre-Prep and the successful candidate's experience/qualifications. The role may also require time in the other Pre-Prep year groups also, and in future years the successful candidate could be allocated to work within any year group in Pre-Prep (Nursery - Year 2).

Main Tasks:

- Support the provision of engaging and creative learning experiences for children, supporting classes, groups and individual pupils in their learning.
- Provide a role model for the development of pupils' social behaviour, values and attitudes.
- Supervising children, maintaining and reinforcing the behaviour expectations set by the Class Teacher, Deputy Head of Pre-Prep and Head of Pre-Prep.
- Build and maintain positive relationships with parents.
- Support the creation of a stimulating KS1 and Early Years environment for the children.
- Preparing the classroom following the instructions of the teacher including general tidying up and helping to set out activities.
- Attending Sport's Day, some Parents' Evenings, Induction Mornings and Evenings as required.
- Being aware of the Agenda and Minutes of Staff Meetings.
- Attending Pre-Prep TA Meetings.
- To undertake duties including break/lunch supervisor and supporting in Busy Bees (After School Care) or Pre-Prep Clubs as required.
- Applying first aid care to children and informing the Teacher of injury.
- Helping to dress children in the Early Years.
- Attend Inset Days
- Support the children at lunchtimes and sit with them as directed.
- Familiarise yourself with all aspects of Health & Safety within the School.
- Familiarise yourself with School policies.
- Attending relevant courses in order to enhance professional development.

Safeguarding of Children

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.
- Upon starting the role, you will complete a safeguarding induction, followed by yearly training at inset

Essential competencies:

- Level 2 or 3 Teaching Assistant qualification (or the equivalent).
- Excellent communication skills.
- Basic computer skills: Google Docs
- Ability to work in a very busy educational environment.
- Can do attitude, team player.
- Sense of humour!
- Willingness to work across any age group within the Pre-Prep.
- Experience of working or volunteering in a similar role in a School or Nursery or completion of a relevant qualification.

Desirable competencies:

- HLTA qualification (or the equivalent)
- EYFS qualifications (or the equivalent)
- Full Paediatric First Aid Training
- Understanding of the independent education sector.

Training

The following training will need to be completed upon appointment if the successful candidate does not already hold these qualifications. Advice and support on completing these short qualifications will be given:

- Paediatric First Aid Training
- Level 2 Food Safety and Hygiene

Employee Benefits include:

- Support Staff Pension Scheme.
- Complementary coffee and tea during the working day during term-time.
- Complementary lunch as provided to the children during term-time.
- Free car parking on site.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Staff-centred approach, with support provided through initiatives such as a menopause support group and staff well-being sessions run regularly.

Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.