



<b>Job Description</b>	
<b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role:</b>	<p><b>Job Title:</b> Teaching Assistant</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p><b>Line Manager:</b> Class Teacher/Year Group Leader</p> <p><b>Hours:</b> 25 hours per week, Monday to Friday</p> <p><b>Role Summary:</b> The Teaching Assistant will work with and support the class teacher ensuring the children get the very best from their education.</p>
Main duties and responsibilities:	<p><b>Supporting Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Support and implement the agreed vision and objectives of the school</li> <li>• Support and encourage an inclusive environment taking into account the needs of others including colleagues, children and their families and the various cultural, religious, ethical or personal preference that they may have</li> <li>• Work with teachers to implement activities in or out of the classroom and help the teacher to create an attractive learning environment</li> <li>• Assist the teacher in providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development</li> <li>• Establish productive relationships with the children, setting high expectations for behaviour and learning</li> <li>• Encourage children to interact and work co-operatively with others engaging all children in activities</li> <li>• Promote independence and using strategies to recognise and reward achievement</li> <li>• Advance pupils' learning in a range of classroom settings, including working with individuals and small groups</li> <li>• Guide other adults (including volunteer and work experience students) working in the class to appropriately support the children's learning and behaviours</li> </ul> <p><b>Supporting the teacher</b></p> <ul style="list-style-type: none"> <li>• Work with the teacher to establish an appropriate learning environment</li> </ul>



- Being actively involved with the planning, evaluating and adapting of provisions according to individual needs
  - Monitor and evaluate pupils' responses to learning activities through observations
  - Record achievements against learning objectives
  - Provide constructive feedback to the children and teacher in relation to progress and achievement
  - Liaise with parents where necessary to provide feedback as guided by the class teacher and ensure all information is shared in a sensitive and confidential manner
  - Promote and role model positive values, attitudes and good behaviour; dealing with incidents in accordance with established policies and encouraging children to take responsibility
- Children's welfare**
- Attend to the health, welfare and safety of the children at all times, including when in external play areas, toileting and cleaning incontinent or sick children
  - Ensure high level of hygiene standards at all times including wiping down of tables, work areas and resources, encourage regular handwashing and the use of tissues where necessary for coughs and sneezes
  - Dress minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided
  - Prepare and assist in serving of snacks and drinks. Support appropriate behaviour and eating habits during lunchtimes
- Supporting the school**
- Assist in the upkeep of different areas within the main school
  - Attending consultations evenings, Open Days, etc as requested
- Training**
- Undergo regular performance management cycles to identify areas of development and training needs
  - Attend staff meeting and INSET training as requested
  - Participating in training and other learning activities as required
- Other**
- Undertaking playground duties as required

# Pilgrims Pre-Preparatory School

## Job Description - Teaching Assistant



	<ul style="list-style-type: none"><li>• Accompanying teaching staff and children on visits, trips, and out of school activities as required and taking responsibility for a group under the supervision of the teacher</li><li>• Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person</li></ul>
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*This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.*



<b>Person Specification</b> The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	NVQ Level 2 or equivalent or working towards	NVQ Level 3 or equivalent  First Aid qualification	Certificates
<b>Experience</b>	Experience of working in a classroom environment with KS1 children		Application form  Interview  References
<b>Knowledge &amp; Skills</b>	Ability to maintain confidentiality  Work well both independently and part of a team  Able to adapt to change quickly  Good standard of written English and numeracy.  Excellent relationship with children  Proficient in IT skills  Effective behaviour management strategies  Ability to be organised, well prepared and to work to a timetable	Knowledge of phonics programme	Interview  Interview task  References
<b>Personal competencies and qualities</b>	Excellent interpersonal and communication skills  Ability to use initiative and work flexibly		Interview