



FOREST PREPARATORY SCHOOL

(IAPS - 336 pupils aged 4 to 11)

Year 2 Teaching Assistant (Maternity cover)

01/11/2021 – 06/07/2022

Teaching Assistants in the Preparatory School work under the direction of the Senior Deputy Head of the Preparatory School and the Head of Learning Support. Their duties are:

Support for Pupils

1. Supervise and provide support for pupils, ensuring their safety and access to learning activities;
2. Establish constructive relationships with pupils and interact with them according to individual needs;
3. Promote the inclusion and acceptance of all pupils;
4. Encourage pupils to interact with others and engage in activities led by the teacher;
5. Set challenging and demanding expectations and promote self-esteem and independence.

Support for Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work;
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals;
3. Assist with the planning of learning activities;
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed;
5. Provide detailed and regular feedback to teachers on pupils' progress etc.;
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
7. Establish constructive relationships with parents/carers;
8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work;
9. Provide clerical/admin support, e.g. Photocopying, typing, filing, collecting money etc.;

Support for the Curriculum

1. To take responsibility for the storage and proper use of teaching materials and books within class as directed by the Form Teachers;
2. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

1. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
2. To attend and contribute to staff meetings, Open Day and other such School functions as may be required by the Head of the Preparatory School;
3. To participate in the School's appraisal process and INSET as deemed appropriate for professional development;
4. To undertake any additional responsibilities and duties which may reasonably be required of you by the Head of the Preparatory School, e.g. co-curricular activities, playground supervision duties etc.

Contract Details

Hours: 08:00am – 4:15pm Monday to Friday in term time
Reports to: Senior Deputy Head/Head of Prep School Learning Support
Responsible to: Head of the Preparatory School/Bursar

Mr J Sanderson FRSA, FCCT
Head of the Preparatory School
June 2021