

<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	KS1 Teaching Assistant
<b>DEPARTMENT/SECTION</b>	Preparatory School
<b>LINE MANAGER</b>	Head of Learning Support in the Preparatory School
<b>RESPONSIBLE FOR</b>	TA support and interventions in one Pre-Prep class
<p><b>SAFEGUARDING:</b></p> <p>Forest School is committed to safeguarding and promoting the welfare of children.</p> <p>The postholder will be required to:</p> <ul style="list-style-type: none"> <li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li> <li>• Complete Child Protection Training.</li> </ul> <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact</p>	
<p><b>JOB SUMMARY:</b></p> <p>The position will require the successful applicant to support teaching &amp; learning in one of six classes in the Pre-Prep phase.</p>	
<p><b>KEY DUTIES AND RESPONSIBILITIES:</b></p> <p><b>Support for Pupils</b></p> <ol style="list-style-type: none"> <li>1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.</li> <li>2. Establish constructive relationships with pupils and interact with them according to individual needs.</li> <li>3. Promote the inclusion and acceptance of all pupils.</li> <li>4. Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>5. Set challenging and demanding expectations and promote self-esteem and independence.</li> </ol>	

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### **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.

### **Other Professional Duties**

- attend all Open Days, Parents' Evenings, Chapel services, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School;
- participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.

*JERS, August 2022*

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