

## Post: Pre-School Teaching Assistant

### Reporting to:

1. EYFS Lead
2. Teacher
3. Head
4. Governors

### Prior Park Schools

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Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

### Purpose of the Role

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The Teaching Assistant (TA) is a key role providing a stable, secure and supportive environment in the classroom. They support the teacher in the delivery of teaching and learning, helping to prepare lessons and resources and working with pupils in small groups and sometimes individually. Their support ensures that every child is able to enjoy individualised, limitless learning.

## Contacts

The Teaching Assistant can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with teaching and support staff is of particular importance, as is the ability to communicate effectively with parents.

## The Role

The Teaching Assistant will report directly to and be line-managed by the EYFS Lead. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The Teaching Assistant will work under the direction of the class teacher and EYFS Lead to provide support in teaching and learning to the appropriate level and to implement individual targets.

Some of the duties in this post involve:

### Pastoral Care:

- assist in providing excellent pastoral care for each pupil, help pupils to develop their social and academic potential, encourage the social and emotional development of pupils;
- provide a stable, secure and supportive environment in the classroom; one in which the child can become independent;
- promote and safeguard the welfare of children with whom he/she comes into contact and comply with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Child Protection officer or to the Head.

### General:

- 1:1 and small group work following specific targets
- individual support to aid participation in whole class activities
- prepare classroom as directed for lessons and clear afterwards, maintain a safe environment;
- assist in the display of pupils work;
- contribute to effective planning and preparation of lessons;
- contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests;
- monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn, and modifying teaching strategies accordingly;
- participate in arrangements for further training and professional development, continually seek to improve own practice through observation of, and discussion with colleagues, seeking advice or guidance as necessary,
- adhere to the school's dress code (see Staff Handbook);
- keep up to date with changes and developments in the curriculum;
- provide constructive feedback to the pupil and teacher (both written and verbal);
- work collaboratively with colleagues

- encourage children to dress neatly, cleanly and according to school uniform requirements.
- monitor, record and make basic assessments about individual progress, suggest alternative ways of helping children if they are unable to understand; describe, in simple terms, the process of behaviour management with children, identify gaps in their own experience that they need help in filling, demonstrate the ability to learn and adapt from past experience.

#### Communication with Parents/ Carers:

- always try to be welcoming;
- make time to communicate;
- liaise sensitively and effectively with parents and carers, recognising their roles in pupil's learning.

The role is based predominantly at The Paragon School but travel to other locations may be required as part of wider Prior Park Schools work.

#### Line Management

The Teaching Assistant has no direct line management responsibilities.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.*

*JD reviewed January 2023*

#### Professional Specification and Personal Attributes

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Educated with a good basic education to GCSE level in literacy and numeracy, or the equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Other childcare or SEND qualifications</li> <li>• NVQ3 in child care or an equivalent qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Demonstrate experience of working with children, as a parent or voluntary worker</li> <li>• Demonstrate an ability to provide and agree learning activities/learning programmes, taking into consideration pupils learning style</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of inclusion support for SEND pupils</li> <li>• Working with children who have social communication needs/ASD</li> </ul>

Knowledge	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of the needs of young children, child development and the ways in which children learn</li> <li>• Demonstrate a basic understanding of child development and learning</li> </ul>	
Skills and competences	<ul style="list-style-type: none"> <li>• Demonstrate an ability to maintain confidentiality, empathy, flexibility, good organisation skills</li> <li>• Demonstrate an ability to work with guidance, but under limited supervision</li> <li>• Demonstrate an ability to liaise and communicate effectively with others</li> <li>• Demonstrate an ability to prioritise tasks and meet deadlines</li> <li>• Demonstrate a commitment to the safeguarding and welfare of all pupils</li> </ul>	

### Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implements policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.



### Special Working Conditions

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Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.