

Post: Nursery Teaching Assistant

Reporting to: EYFS co-ordinator

Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising three independent but interdependent day and boarding schools set in the South West of England and Gibraltar: Prior Park College, the senior school and The Paragon, the junior school, both in Bath, and Prior Park School, a senior school in Gibraltar. Each school provides high achieving, co-educational, Catholic/Christian education. The heart of Prior Park Schools is the encouraging Christian ethos, which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independent minded young people. More information can be found at www.priorparkschools.com.

The Role

The Teaching Assistant promotes good relationships with colleagues, pupils and parents throughout the school, fostering a feeling of 'belonging'. He or she supports and complements the work of the teachers for the benefit of the pupils and their learning, substantially contributing to a range of teaching and learning activities, working collaboratively with colleagues as part of a professional team. The TA will plan, assess, and deliver learning activities to individuals and groups or whole classes. The post holder supports all pupils in their learning and development, treating them with respect and consideration, ensuring high expectations of all pupils' achievements and a commitment to raising educational standards. The TA promotes positive values, attitudes, and behaviour.

Role Duties

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 children can become independent
- promote and safeguard the welfare of children with whom he/she comes into contact and always comply with the school's Child Protection Policy. 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 Designated Safeguard Lead (DSL) or to the Head

General:

- prepare classroom as directed for lessons and clear afterwards, maintain a safe environment
- participate in the staff rota for the supervision of children at break times
- 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 to meet the needs of all pupils (inc SEN pupils)
- encourage children to dress neatly, cleanly, and according to school uniform requirements
- when working in Squirrels; take on the role of key person and assist in the collection of observations and completion of interactive learning journals for your key children and other children attending the setting
- 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

Please note that this list is not exhaustive and other additional reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the School.

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • NVQ 3 for teaching assistant or a relevant qualification • Educated with a good basic education to GCSE level in literacy and numeracy 	<ul style="list-style-type: none"> • Current paediatric first aid training
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in supporting learning in the Early Years. • Understanding of how to support children in Literacy and Numeracy • Use of basic ICT • Understanding of accessing and tracking progress • Awareness of legislation relating to child protection • Demonstrate knowledge and understanding of the needs of young children, child development and the ways in which children learn 	<ul style="list-style-type: none"> • Understanding or experience of intervention programs • Experience of working with children with special educational needs (SEN) • Experience of working in KS1 and / or KS2
Skills and competences	<ul style="list-style-type: none"> • Demonstrate an ability to maintain confidentiality, empathy and flexibility • Ability to work with an individual or group • Good communication and organisational skills • Ability to use initiative • Positive approach to behaviour management • An ability to work with guidance, but under limited supervision • An ability to prioritise tasks and meet deadlines 	

	Essential	Desirable
Personal Characteristics	<ul style="list-style-type: none"> • Ability to work in a team • Have passion and energy • Flexible approach • Awareness of confidentiality • Ability to provide constructive feedback • Show initiative • Enthusiasm for the role • Reliable 	

Child Protection

Prior Park Schools is committed to safeguarding and promoting the welfare of children. 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 due consideration in the way they use such information. Staff should not act in any way, which might be prejudicial to the School's interest. 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 be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under 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.