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| **Job Description**  **Abbotsford Preparatory School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.** | | | | |
| **Post title:**  **Hours of work:**  **Remuneration:**  **Responsible to:**  **Start Date:** | | **Teaching Assistant**  **Part Time, Three days a week, Term Time**  **Up to £12.21 per hour**  **Headteacher**  **Nov 2025** | | |
| **Main Responsibilities:** | | **Supporting the pupils**   * To encourage pupils to take responsibility for their own learning and take a pride in their work. * To provide support for the teacher by offering feedback about the progress of individuals, in order to assist in planning. * To provide the support and framework for learning by giving assistance with prompts, suggestions and hints to enable the learner to solve the problem/complete the task. * To give support for increased self-esteem and self-confidence/emotional skills development, by encouraging pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults. * To encourage the use of collaborative skills by assisting pupils to learn to work with others. * To actively support the approach of the school in behaviour management and reinforce agreed rules in working with pupils. * To seek opportunities for active involvement and help develop pupils’ time management skills. * To act as part of the team with teaching and other support staff for the benefit of all pupils.   **Supporting the Teacher**   * To assist with the class teacher in the effective delivery of the curriculum, under their provided guidance. * To take the administrative function of running a classroom on a day-to-day basis and also on a longer term basis if required * To be proactive about identifying occasions when the lesson needs revision or tweaking. * To provide regular feedback about the children to the teacher and SENCO. * To attend relevant in-service training, as appropriate.   **Supporting the School**   * To liaise advise and consult with other members of the team supporting the children when asked to do so. * To be aware of school procedures. * To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately. * To uphold the school’s core values.   **Support for the Curriculum**   * To develop awareness of the requirements of the national curriculum. * To support specific aims and lessons as planned and directed by the teacher. * To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported. * To develop awareness of curriculum targets and support work towards them. * To be aware of targets set and work towards achieving them.   **This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as the school requires from time to time.** | | |
| **Monitoring, Assessment, Recording, Reporting, and Accountability** | | * To maintain a record of progress * To contribute towards reports for annual reviews and outside agency assessments * To be involved in provision mapping/planning, taking account of any EHCP targets. * To record assessment results and other updated information on the Summary of Need | | |
| **Professional Standards and Development** | | * To be a role model to pupils through personal presentation and professional conduct * To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work * To be familiar with and support all the School’s policies * To establish effective working relationships with professional colleagues and associate staff * To strive for personal and professional development through active involvement in the School’s appraisal system and performance management procedures * To liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare * To be aware of the role of the Governing Body of the School and to support it in performing its duties * To be familiar with and implement the relevant requirements of the current SEN Code of Practice * To uphold the school’s core values. | | |
| **Person Specification**  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | |
|  | **Essential** | | **Desirable** | **Method of  Assessment** |
| **Qualifications:** | * A teaching assistant qualification or the equivalent gained through experience. * GCSE in English and Maths | | Further qualifications with regard to child protection and/or SEN | Production of the Applicant’s certificates |
| **Experience:** | * Experience of working with or caring for children of primary school age. * Experience managing challenging behaviour. * Experience using a number of varied resources to deliver their lessons. | | * Supporting pupils preparing for their 11+ exam. * Experience dealing with pupils with SEN. | Contents of the Application Form  Interview  Professional references |
| **Skills:** | * An excellent written and verbal communicator. * Excellent time management skills. * The ability to contribute to the school as a whole. | |  | Contents of the Application Form  Interview  Professional references |
| **Knowledge:** | * Understanding a range of assessment approaches, and how to use the data collected from it to best benefit the pupil, and the ability to deliver this support in line with direction from teachers. | | * An up to date, working knowledge of the National Curriculum and how independent schools operate within it. | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities:** | * A commitment to lifelong learning for all. * The ability to remain calm in many situations that involve children, adults and wider members of the school community. * Flexible, adaptable and enthusiastic with the ability to motivate and inspire. * A willingness to contribute to extra-curricular activities and other aspects of school life. | | * A strong commitment to continued personal development. | Contents of the Application Form  Interview  Professional references |