



Haberdashers' Boys' School

Job Description

TEACHING ASSISTANT - PREPARATORY SCHOOL

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.

Role: Teaching Assistant – Preparatory School

Reporting to: Phase Leaders

Overview: The role of Teaching Assistant contributes to the provision of a safe, supportive and stimulating school environment, where each pupil can feel inspired, challenged and valued, and where staff are supported.

Hours: This post is term time only, plus five days, 8.30am to 4.30pm, Monday to Friday. You are required to work such hours as are reasonably necessary for the proper performance of your duties. The role will require occasional evenings and work at weekends as overtime.

Role will include but not be limited to the following duties:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Helping children of all different abilities to make maximum progress, by explaining the lesson, demonstrating techniques and providing extension work.
- Helping with cover when a teacher is absent.
- Providing direct assistance to classroom teachers as directed by Phase Leaders, including in the maintenance of general noticeboards.
- Supporting teachers with setting up, resourcing, tidying, washing up, etc.
- Providing assistance with drama and musical productions and themed assemblies, including with the selection and preparation of costumes.
- Regularly monitoring the After-School Care Facility bookings during the day and deal with enquiries in a timely and professional manner
- Providing supervision in the playground before School, during break and during lunch time and making sure playground equipment is in order, reporting any maintenance issues to the School Office.
- Consistently and effectively implementing agreed behaviour management strategies in line with Behaviour Policy and behaviour norms.
- Working as part of a team with the teachers and phase leader assistants.
- Maintaining cordial and informative relationships with parents.
- Giving feedback on pastoral matters.

- Providing support to the children in a broad range of situations both on and off-site – this might include taking part in trips and visits – including residentials, as requested
- Supporting the Head of the Preparatory School as and when requested.
- Any other task as reasonably directed by the Leadership team.

Person Specification

Skills & Attributes	Essential/ Desirable	How Assessed
Problem solving skills, initiative and flexibility to work independently and collaboratively as part of high performing team.	E	A/I
Excellent interpersonal skills to be able to deal thoughtfully and effectively with pupils, families and teachers.	E	I
Resilience and work ethic to be able to perform under pressure.	E	A/I
Organisational skills any capacity to prioritise tasks in a busy environment.	E	I
Genuine passion for education and the thriving of young people.	E	A/I
Ability to be able to work alone, unsupervised with proven initiative and to be part of a busy, focussed team.	E	A/I
To be resilient and able to work under pressure.	E	I
To be able to prioritise tasks.	E	A/I
Have excellent rapport.	E	I
Ability to plan ahead and have proven skills in anticipating requirements.	E	A/I
Demonstrate a willingness to take on new projects and manage existing ones.	E	A/I
Qualifications & Requirements		
5 GCSEs, including Maths and English, Grade C or above or 4/5 (new grading), or equivalent level 2 qualification.	E	A
First Aid Certificate – or willingness to work towards.	D	A
Attributes		
Present themselves and their work in a smart and professional manner.	E	A
Demonstrate a reasonable level of technical expertise including in ICT and a desire to learn new skills.	E	A/T
Be prepared to work as part of the wider team as and when required by the workload.	E	A/I

Willingness to work during the holidays as previously agreed and separately remunerated.	E	I
Training		
All staff are required to attend the relevant INSET days throughout the academic year.	E	A