



Job Description		
Job Title	Teaching Assistant and After School Care Lead	
Responsible to	Head of the Pre-Preparatory	
Department	The Pre-Preparatory School	
Purpose of job and primary objectives	<p>In a Teaching Assistant capacity:</p> <p>Help supervise and provide support for pupils in lessons</p> <p>Assist in the ensuring of children’s safety and their access to learning activities</p> <p>Assist with implementation of Individual Education Plans</p> <p>Establish constructive relationships with pupils and interact with them according to individual needs</p> <p>Promote the inclusion and acceptance of all pupils</p> <p>Encourage pupils to interact with others and engage in activities led by the teacher</p> <p>Deliver given strategies that set challenging and demanding expectations and promote self-esteem and independence</p> <p>Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</p> <p>Help maintain an orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</p> <p>Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</p> <p>Provide feedback to teachers on pupils' achievement, progress, problems etc.</p> <p>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</p> <p>Establish constructive relationships with parents/carers</p>	

	<p>Provide clerical/admin. support e.g. photocopying etc.</p> <p>In leading After School Care:</p> <p>Preparing and delivering a suitable programme of activities suitable to the needs and interests of children age 4- 8 yrs old.</p> <p>Purchasing toys and equipment as necessary within an agreed budget.</p> <p>Ensuring delivery of creative play opportunities in a safe and caring environment.</p> <p>Assisting in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.</p> <p>Communicating and liaising with parents, the School Office Manager and Head.</p>	
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What we are looking for:	
	<p>Key Traits:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Personable and approachable ● Enthusiastic ● Shows initiative ● Understanding and experience of a school setting <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Experience of having undertaken similar roles
	<p>Key Qualifications:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● A suitable childcare qualification. (NVQ level 3 or above in childcare, playwork or equivalent) <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Paediatric First aid certificate (training available) ● Basic food hygiene (training available) ● Basic Health and safety training (training available) ● Safeguarding Training (training available)
	<p>Knowledge & experience required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Experience of working with 4 – 11 year olds and their families. ● Knowledge and understanding of child development. ● Understanding and commitment to good quality childcare. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Experience of activity co-ordination

	<p>Skills Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">● Ability to meet individual needs of children● Ability to provide and facilitate safe and creative play● Ability to communicate effectively at all levels● Ability to work on own initiative	
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Other general responsibilities:		
	<p>Values and behaviours</p> <ul style="list-style-type: none"> ● Uphold Clifton College's values ● Act as a role model for all Clifton employees ● Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment <p>Equal Opportunities</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> ● Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff. <p>Professional Development</p> <ul style="list-style-type: none"> ● Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	

Date:

Prepared by: