

GENERAL TEACHING ASSISTANT

PROFILE

We are looking for an enthusiastic, caring and flexible individual to work across the school in a general teaching assistant capacity. The role is a new one and comes with a range of opportunities, from assisting with early care and playground duties to working in the classroom along side an exceptional team.

The following gives candidates an idea of the characteristics that we are looking for in the successful candidate who will ideally have experience of working with children. Experience of working in a School and a valid First Aid qualification would also be an advantage.

- Total reliability
- Excellent time keeping
- Ability to deal firmly but kindly with children aged between 2 and 13 years.
- Ability to deal politely and tactfully with staff and parents
- Cheerful disposition
- Flexibility
- Qualification – Level 3 *(an advantage but not a requirement)*
- Early start – *(an advantage but not a requirement)*

The successful candidate will be responsible for ensuring Health and Safety matters are adhered to at all times and more specifically in accordance with the School guidelines

The successful candidate will participate fully in the School's Performance Management programme.

All members of Westbrook Hay Prep School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility and are expected to promote the general educational and social welfare of individual pupils and classes (whether directly or indirectly) in relation to their position at the School.

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Criminal Records Bureau.

JOB DESCRIPTION

REPORTING TO: The Headmaster

GENERAL

The purpose of this job description is to outline the main responsibilities of the General Teaching Assistant. It is not restrictive and includes any other reasonable requests that may arise. The safety and well-being of the children in School is paramount at all times and the staff member's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the staff member becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection, or a Deputy DSP.

MAIN DUTIES

Early Care

- Duties are TBA but may include assisting in breakfast club or supervising a group of children

Playground Supervision

- Providing playground supervision at all morning breaks across all age groups;
- Being responsible for the Health and Safety and welfare of the children within the playground environment, liaising with the relevant duty staff in case of emergency;
- Be enthusiastic and encourage the children in all activities;
- Be flexible and work as a member of the team;
- Be flexible and willing to assist in any area of the School as reasonably requested;
- Be fully conversant with all School Policies and Procedures (including but not restricted to Health & Safety, Welfare, Child Protection etc) and observe and implement them accordingly.

Teaching Assistant

- To supervise the children in the playground;
- To be flexible and work as a member of a team;
- Assist where required with planning, delivering and implementation of activities;
- Be flexible and willing to assist in any area of the School as reasonably requested;
- Support and assist the Class Teacher;
- Be enthusiastic and encourage the children in all activities;
- To be pro-active in the children's learning;
- To prepare a wide variety of activities and clear them away;
- To supervise any number of children under the supervision of the Class Teacher;
- To encourage the children to reach their potential;
- To support and assist the children in line with our Wellbeing / Intimate Care policies;
- To observe and assess children as directed by the Class Teacher;
- To provide the Class Teacher with feedback regarding children's welfare and development;
- To attend courses and follow current training initiatives;
- To attend relevant parent's evenings;
- To attend staff meetings when requested;

- To accompany children on School trips and drive school buses when required;
- Be fully conversant with all School Policies and Procedures (including but not restricted to Health & Safety, Welfare, Child Protection etc) and observe and implement them accordingly;
- To attend Speech Day, Sports Day, Family Fun day, Open Mornings and any other relevant School event, as required.
- Attend all School Inset days and Open Mornings.

TERMS AND CONDITIONS

Salary:

The following range is for a full-time term time position based on 40 hours per week Monday – Friday

Unqualified: UCA1 £12,807 – UCA5 £16,315

Qualified: CA1 £15,864 – CA4 £18,412

Working Hours: TBA

1. Holidays: Statutory holiday allowance which must be taken during school holidays, separate to holiday clean.
2. Pension: school stakeholder scheme for support staff.
3. Notice period: 1 month following successful completion of the probationary period
4. Probationary period: 3 months. One weeks' notice
5. References: appointment subject to two satisfactory references; one from immediate previous employer and one other (not a relative or friend): required to be on file before start date.
6. Driving licence: full clean required.
7. DBS: satisfactory enhanced check including barred list required on file before start date.
8. Other documentation: professional certificates (if applicable); medical declaration; overseas declaration.
9. All members of the catering team are required to undertake Food Hygiene training prior to commencing. Access to online training will be provided by the school.
10. Where staff do not hold a valid Safeguarding Training certificate, access to online Child Protection training will be provided by the school and must be completed prior to commencing.
11. School specific online Safeguarding and GDPR training to be completed prior to commencement
12. Fee remission: as per the current WBH policy or as revised from time to time.