

Role Profile: Teaching Assistant

Purpose

To support learning, teaching, curriculum provision and pastoral care at Maltman's Green School.

Key Accountabilities

- Work with teachers to foster warm, caring and friendly environments for the children, which maximises their progress academically, socially and emotionally
- Work with individual children and small groups to support and enrich learning across the curriculum both in the classroom and beyond
- Work with other professionals, such as speech and language therapists, as necessary
- Observe, document and report children's learning outcomes, progress and next steps
- Encourage parents to be actively involved in their child's development
- Prepare resources to support learning, taking into account the needs of pupils including those with special educational needs
- Support the preparation and development of displays to enhance the school learning environment
- Supervise pupils as required at key points in the day, with due regard for health and safety and statutory requirements
- Maintain good order and promote high standards of behaviour amongst pupils, with a view to their well-being and safety
- Use ICT in the classroom to support learning and to document learning outcomes and progress
- Complete all related administration tasks and duties required by the teaching staff, the school and the role
- Attend staff inset meetings, further education and training in order to meet the requirements of the role and enhance performance, actively participating in the school's appraisal process
- Undertake any other tasks and duties deemed appropriate by the Headmistress and the school in order to undertake the role

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 or equivalent • Minimum GCSE Pass or equivalent in English and mathematics 	<ul style="list-style-type: none"> • Full paediatric First Aid Certificate. • Evidence of ongoing CPD • Qualification relating to Early Years
Skills	<ul style="list-style-type: none"> • Demonstrate a high level of initiative • Well organised, highly motivated • Team player, suited to a collegiate working environment 	

Headmistress, Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
Tel. 01753 883022 Fax. 01753 891237 Email. office@maltmansgreen.com www.maltmansgreen.com

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	<ul style="list-style-type: none"> • Positive 'can do' attitude • Able to establish a rapport with children and adults alike • Able to prioritise and manage workloads, commitments and deadlines to secure successful outcomes • A strong command of spoken and written English • Strong numeracy skills 	
Experience	<ul style="list-style-type: none"> • Recent experience of working with children 	<ul style="list-style-type: none"> • Experience of working across the EYFS and KS1 phases in a primary or pre-school setting
Other	<ul style="list-style-type: none"> • Willingness to undertake further specialist training as required • A passion for busy prep school life 	

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

Key Relationships

Internal: Pupils, staff, parents

External: Visitors to the school, professionals from outside agencies

Line Manager: Head of Pre-Prep, Deputy Head Academic

Signed: **Name (print):**

Date:

Headmistress, Mrs Jill Walker BSc Hons, MA Ed, PGCE

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