

Role Profile

Teaching Assistant

Location: Oakfields Preparatory School

Function: School Classroom Non-Teaching

Reporting To: Head of Early Years

What you'll be doing

Role purpose

To assist in promoting the learning and personal development of the children to who you are assigned.

To assist the Teacher in supporting the class, ensuring planning and assessments are completed.

To work as a team member to support children and as part of the Early Years/Lower School team, maintaining strong communication and aiding smooth transitions for children.

What you will be doing

- Supervising and providing support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- Aiding pupils to learn and grow happily in both group situations and independently.
- Monitoring pupils' response to the learning activities and, where appropriate, adapting the activities as agreed with the teacher to achieve the intended learning outcomes.
- Encouraging pupils to interact with others and engage in activities.
- Establishing relationships with pupils, acting as a role model.
- Working as part of a team in planning assessing within the current guidelines for the EYFS and Lower School curriculum.
- Creating and maintaining a purposeful, nurturing and supportive environment in accordance with lesson plans and assisting with the display of pupil work.
- Providing detailed and regular feedback to the Room Leader on pupils' progress, achievement and issues as appropriate.

Safeguarding Responsibilities

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

What you'll bring

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none">• Excellent written and communication skills• Good interpersonal skills• Ability to keep calm under pressure• Intermediate IT skills (including competent use of Microsoft packages)• Able to deal with children and adults with tact and sensitivity.• Able to communicate effectively at all levels.• Able to build and develop positive relationships with the wider school staff.	
<p>Qualifications</p> <ul style="list-style-type: none">• Grade A-C in GCSE English and Maths• NVQ Level 3 Qualification in Childcare or equivalent	<p>Qualifications</p> <ul style="list-style-type: none">• Paediatric First Aid• Food Hygiene & Safety
<p>Experience</p> <ul style="list-style-type: none">• A strong knowledge of the Early Years Foundation Stage curriculum• Experience of delivering phonics to Early Years aged children (Jolly Phonics, Read, Write, Inc.)• Experience of working with children and being able to meet their needs.• Confident in meeting pupils' intimate care requirements.	<p>Experience</p> <ul style="list-style-type: none">• Use of basic first aid equipment• Understanding of regulatory compliance requirements
<p>Experience</p> <ul style="list-style-type: none">• Neat, tidy, professional appearance• Pleasant and friendly manner• Confident approach to varied situations	

Key Stakeholders you'll be working with

- **Internal:** Teachers, Heads, SLT, colleagues, pupils
- **External:** Parents, Visitors

To be signed and dated by employee:

Signed:

Name (print):

Date:

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