**Role Profile:**

**Teaching Assistant (P/T)**

**Purpose**

North Bridge House Nursery and Pre-Prep are happy, caring, and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well qualified team is committed to providing the best educational experience for every child. Our Teaching Assistants assist in promoting the education, welfare, and personal care of pupils, having regard to the aims and objectives of North Bridge House Nursery and Pre-Prep policies.

**Key Accountabilities**

**Relationships**

The post holder is responsible to the Headteacher. The post holder also interacts on a

professional level with other colleagues and will be required to maintain productive relationships

with pupils, parents and staff.

**Standards and Quality Assurance**

• Support the aims and ethos of the school;

• Set a good example in terms of dress, punctuality and attendance;

• To attend events, including Summer Fair;

• To attend INSET days and participate in training and other learning activities and

performance development as required;

• To participate in arrangements made for appraisal.

**Main Duties and Responsibilities**

• To be responsible to the Headteacher

• To assist in promoting the education, welfare and personal care of pupils, having regard

to the aims and objectives of North Bridge House Nursery and Pre-Prep policies. Welfare

and personal care may include changing nappies and soiled clothing.

• To share in the responsibility for the discipline and pastoral care of the pupils, including

the safeguarding and promoting of children’s welfare.

• To undertake lunchtime and break-time duties as required for the day to day running of

the school.

• To maintain good relations with pupils, parents and teaching and non-teaching staff.

• To participate in meetings at the school which relate to the curriculum and organisation of

the school and the pastoral care of the pupils.

• To attend events, including Summer Fair. Other events may include Parents’ Evenings,

information evenings and Parents’ Association events.

• To attend staff meetings and INSET days.

• To assist the class teacher with planning, preparation, and delivery of lessons.

• To take responsibility for a key group of children and maintain their individual profiles

• To maintain good order and discipline among pupils, and safeguard their health and

safety, both on and off the school premises.

• To assist in ensuring that the classroom is an organised, lively, stimulating and safe

learning environment.

• Review of the post, as may be required from time to time by the Head Teacher (subject to the terms of the post holder’s contract of employment)

• To participate in arrangements made for appraisal.

• To undertake additional duties as required by the Headteacher

The post holder will be expected to undertake such other duties, within the general scope of the post,

as may be required from time to time by the Headteacher (subject to the terms of the post holder’s

contract of employment)

**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

**Key Stakeholders:**

**Internal – Pupils, Colleagues, Parents**

**External – Cognita, Inspectorates**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | • Knowledge and understanding  of child development and the  ways in which children learn  • A commitment to the provision  of high-quality childcare  • A positive approach to inclusive  practice, with children and  colleagues  • Ability to help professional staff  to achieve their objectives  • Confident in the supervision  children, and adhere to defined  behaviour management policies  • Demonstrate a good  understanding of child  safeguarding arrangements  • IT Literate |  |
| **Qualifications** | A relevant qualification in Childcare and/or Education First Aid qualification | First Aid qualification  NVQ Level 2 |
| **Experience** | Experience of working with young children, |  |
| **Other** |  |  |

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**