



Role Profile: Teaching and Learning Assistant

Purpose

To provide assistance to the Prep and Pre-Prep departments and the class teachers, provide support for pupils through curriculum learning, pastoral care and general support to the whole department as well as displaying a flexible, positive and hardworking attitude.

Key Accountabilities

Assist in the educational development of pupils under the direction and guidance of the Head of Pre-Prep, SENCO and class teachers

Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress

Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities

Assist class teachers with maintaining pupil records

Support pupils with emotional or behavioural difficulties and help develop their social skills.

Feedback to class teacher, any concerns or successes about individual children

To undertake any additional duties which may be allocated such as end of day supervision/extended day activities as required

Attend major school events such as INSETS, Speech Day, Parent Consultation Evenings, Pre-prep Dept. staff meetings

Be proactive in matters relating to Health & Safety and undertake first aid duties as required

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.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good literacy and numeracy skills and appropriate qualifications.	<ul style="list-style-type: none">• NVQ Level 3 qualification and / or previous experience of working as a teaching assistant
Skills	<ul style="list-style-type: none">• To be an adaptive, supportive, vigilant, positive member of staff and to enjoy working with children.• Communication skills – to be able to make points clearly and understand the views of others.• Computer literate	<ul style="list-style-type: none">•
Experience	<ul style="list-style-type: none">• Previous experience as a teaching assistant	<ul style="list-style-type: none">• Previous experience as a high level teaching assistant• Experience in an independent school.
Other	<ul style="list-style-type: none">• Patience• Flexibility• An excellent role model with high expectations	<ul style="list-style-type: none">•

Key Stakeholders:

Internal – SLT, staff, pupils, parents

External – SCC Education Team

Signed: Name (print):

Date: