



Prep School Teaching Assistant (including supporting pupils with medical conditions)

Job Purpose

The purpose of a Teaching Assistant is to support the teacher in delivering high-quality education and creating an engaging learning environment that fosters academic growth and personal development. The Teaching Assistant works collaboratively with the classroom teacher to provide individualised support for pupils, facilitate effective classroom management, and ensure all pupils, including those with diverse learning needs, are able to access the curriculum successfully. Additionally, the role involves assisting with lesson preparation, delivering small group or one-on-one instruction, and promoting a safe, inclusive, and positive atmosphere conducive to learning. To ensure pupils are able to access school experiences both within the classroom and beyond it.

Carrying out such tasks as may be directed by the Head of the Prep, class teacher and SENDCo.

Hours

Part time (14 hours a week) working between 10.00 am to 2.00 pm over three days.(There is some flexibility in the days worked)

Report to

SENDCO, Class Teacher on a daily basis

Department

Prep Learning Support

Key Responsibilities & Accountabilities

Teaching Assistant Role:

- Delivering and evaluating pre-defined programmes and learning activities to individuals, small groups or classes to meet the requirements of the curriculum.
- Supporting the teacher in delivery of a curriculum area to classes and groups of pupils.
- Working with the teacher to establish an appropriate learning environment meeting the needs of pupils and the curriculum.
- Supporting the use of information and communication technology in the classroom.
- Contributing to the management of pupil behaviour.
- Helping to maintain a stimulating environment. This could include supporting teaching staff with the development of resources, wall displays and general classroom organisation.
- Attendance at meetings, staff training and other functions associated with the school as required by the Head Teacher.
- Duties may be varied to meet the changing needs of the school in a manner compatible with the post held.
- Assisting with the welfare and needs of all the children
- Assisting with lunchtime supervision and eating with children in the dining room.

Supporting pupils with specific medical conditions that impact on learning eg children with chronic medical conditions such as diabetes:

- Supporting within school to meet the care needs of a pupil with diabetes. Working with the child, the child's parents, the class teacher and the Prep School medical team to ensure that the child's diabetes is managed effectively during school hours.
- Implementing and monitoring care plans, administering insulin, testing blood glucose (blood sugars), understanding what these readings mean, carbohydrate counting and knowing how to respond to a hypo and hyper situation. This will be in line with advice from Medical professionals and after a programme of training.
- The overall responsibility around supporting children with chronic medical conditions lies with the school's leadership team and governing body. They ensure that School policies and protocols are carried out and that all members of staff understand the role they play in making sure children with medical conditions are supported properly. The Teaching Assistant (including supporting children with medical conditions) role is part of this team approach.

Apply now →



Personal Specification

Essential

- Excellent English skills (clear written and spoken English), along with good reading, writing and numeracy skills.
- Be reliable, punctual and flexible.
- Be willing to work as part of a team but have the versatility and the ability to act on one's own initiative.
- Integrity and confidentiality are essential.
- Ability to complete paperwork, e.g. log incidents, communicate in the Home School Diaries clearly.
- Must be committed to safeguarding and promoting the welfare of children and young people and must expect all colleagues to share this commitment.

Desirable

- Knowledge of and/or experience of the Primary curriculum.
- To have recent experience in a Primary setting.
- To hold a Paediatric First Aid certificate.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the SENDCo.