

## **Job Description: Teaching Assistant**

Purpose – to work as part of a team, under the direction of the Head of Nursery (and the Head of Pre-Prep), to provide high quality education and care for young children, and also to provide holiday care.

The person appointed will be responsible for:

- Assisting with planning and delivering the activities for the Nursery, to be varied, enjoyable, safe, stimulating and relevant to the children's stage of development in accordance with the requirements of the Foundation Stage.
- Motivating and helping the children to achieve early learning goals.
- Liaising with the Nursery teacher and other assistants to care for children's needs and to plan and coordinate work.
  
- Delivering the before or after school care for Nursery and Pre-Prep children.
- Assisting with lunchtimes and breaktimes, and taking responsibility for supervision on a rota basis.
- Covering the Holiday Sessions, delivering a variety of appropriate activities, including suitable musical, dramatic or creative input, as required, and ensuring the welfare of the children at all times.
  
- Ensuring that children are attended and supervised at all times in a safe, warm, comfortable and tidy environment.
- Maintaining good use and careful supervision of the outdoor space and facilities.
- Interacting and supporting children in their learning and at all times.
  
- Being familiar with the Nursery and whole school policies and adhering to them at all times.
- Respecting the confidentiality of all information regarding children, families, staff and the wider school.
- Developing and maintaining relationships with parents/guardians to support and assist pupils.
- Attending Parent's Evenings and other out of hours activities as required, such as performances and trips.
- Assisting with assessing, recording and summarizing each child's achievements, with a focus on developing the potential of each individual child, through observing, and assessing each child's progress.
- Keeping up to date with changes in the curriculum and developments in best practice, attending appropriate in-service training as required.
- Working closely with the Junior House team of staff to ensure the general welfare of all pupils and maintain good order in the school.
- Attend staff meetings as required
- Being committed to the wider school family of St Margaret's.
- Carrying out such other duties as may be necessary for the smooth running of the Nursery and Pre Prep departments.