

Vinehall

ROBERTSBRIDGE, EAST SUSSEX



TEACHING ASSISTANT

The Vinehall Pre-Prep is a lovely working environment set in beautiful grounds, with a team of friendly, dedicated, and creative professionals.

Purpose

EYFS Teaching Assistants work alongside teachers in the classroom, helping children to get the most out of their learning. They are line managed by the Head of Pre Prep. Teaching Assistants must be at least NVQ Level 3 trained or equivalent.

Responsibilities

1. Teaching and Learning

- Support all children as directed by the class teacher. This may include those with Special Educational Needs (SEN), IEPs (individual Education Plans), who are Gifted and Talented (G&T) or who have English as an Additional Language (EAL);
- Sound knowledge of the EYFS framework;
- Confident IT skills and therefore able to assess and track observations of children on 2Simple or similar assessment platform;
- Provide support for individuals or groups of children inside and outside the classroom to enable them to participate fully in activities;
- Listen to children read, read to them or tell stories, as required;
- Accompany educational day visits;
- Support all abilities of the children in lessons;
- Liaise with the class teacher regarding the planning and preparation of lessons;
- Confidence in delivering phonics to a small group of children (Read Write Inc experience would be preferable but in-house training will be available);
- Run one or two clubs a week from 3.30-4.30pm.

2. Management of Children and their Behaviour

- Maintain good order and discipline amongst pupils, safeguarding their health and safety at work and play (eg during break-times and lunchtimes);
- Support children with emotional or behavioural problems and help develop their social skills;
- Help transition children between classes.

4. Administrative Duties

- Ensure the classroom is tidy and conducive to children's learning;
- Prepare and present displays of children's work;
- Assist teaching staff in administration tasks that support teaching;
- Check homework diaries each morning;
- Set up equipment and prepare materials ready for lessons;
- Manage reading materials for the children;

- Key worker for several children, recording their progress.

5. Professional Requirements, Standards and Quality Assurance

- Attend and contribute purposefully to the life of the school through effective participation in morning briefings, departmental meetings, regular staff meetings;
- Attend school events and functions as required;
- Be proactive in matters relating to health and safety;
- Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- Contribute to the school's Development Plan;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Operate at all times within the stated policies and practices of the school;
- Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for their own professional development and duties in relation to school policies and practices;
- Support the aims, ethos and purpose of the school and ensure the school achieves these effectively;
- Take part in the school's annual appraisal programme;
- In addition, carry out other duties as reasonably required by the Head of Pre Prep or Head;
- Ability to build a good rapport with parents in line with our open-door policy;
- Have an NVQ3 or equivalent qualification;
- Ability to relate well with young children, to gain their confidence and trust;
- Undertake duties as timetabled on a rota during the school day, including the lunchtime meals and playtime duties;
- Dependable timekeeper and trustworthy.

Hours: 8.00am-3.30pm Monday to Friday, term time only plus INSET. Rate of pay; £10.64 per hour inclusive of 10 days holiday pay. The current vacancy is with Kindergarten but some flexibility is required.

Closing date: Friday 20th May

Interview date: Week beginning 23rd May