



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Teaching Assistant
Reporting to:	Head of Prep School
Hours:	Monday to Friday, 8.30am – 4.30pm, Term time only
Summary of the role:	To support and assist staff with the social, physical and educational needs of pupils.
Main duties and responsibilities:	<p>Duties will vary depending on the particular class and the needs of the children but are likely to include a proportion of the following:</p> <ul style="list-style-type: none"> • Assisting teachers in the day-to-day delivery of the Curriculum. • Supervising individuals or small groups of children engaged in various curriculum activities, e.g. cooking, art activities, needlework, computer work and focused programmes of study. • Giving individual help to children with academic work, for example listening to children read, helping with maths. • Assisting teachers in the observation and recording of children's progress. • Helping in the preparation and duplication of teaching and other materials. • Helping the teachers to keep the classrooms safe and tidy. • Helping with simple clerical work. • Assisting the teachers in the control and organisation of stock, library books and other teaching materials. • Supervising children at playtimes and lunchtimes. • Accompanying teachers on out-of-school trips and visits. • Escorting sick children to the Infirmary. • Administering comfort to injured or ill children. • Helping to maintain a safe environment and reporting any potential hazards to teachers.
Line management duties and responsibilities	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.