



Westbourne
House School

CHICHESTER

EARLY YEARS TEACHING ASSISTANT

Responsible for: To work under the direction and guidance of the Head of Pre Prep and Class Teacher to assist in the educational and social development of the pupils

Consulting with: All staff

Reporting to: Head of Pre Prep

Responsibilities of position

- Provide teaching support in class and group situations and where necessary be assigned to individual pupils in order to aid the teacher.
- Liaise with the class teacher to understand the objectives of each session.
- Attend planning meetings as required.
- Assist the teacher with observation and monitoring of the progress of the children, both educationally and socially.
- Promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth.
- Supervise children at break times and during lunch and teach the children to follow the Westbourne Way.
- Administer First Aid and care for children who are unwell. Tend to the hygiene and physical needs of individual pupils and assist children to dress and undress for PE etc.
- Supervise in PE lessons and at playtime to ensure the safety of the children. Participate and supervise pupils in off-site activities.
- Assist with Pre Prep swimming lessons, liaising with the swimming teacher to ensure the smooth running of the sessions. This will involve a need to be in the swimming pool with the children.
- Make materials for teachers' or pupils' use as directed by the class teacher and assist where necessary with preparation and clearing away of the classroom and materials to ensure effective and efficient teaching.
- Attend 'after hours' functions as required.
- To organise 'Morning Child Care', liaising with parents, ensuring supervision ratios are met, preparing session information for the Bursar.
- General administrative duties.
- Such other duties as the Head of Pre Prep or Class Teacher may from time to time require.

Generic

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.

- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education September 2018 (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the posts, including checks with past employers and the Disclosure & Barring Service.