



SEVENOAKS PREPARATORY SCHOOL

Teaching Assistant Job Description

Job Purpose

To support the class teacher in securing the excellent progress and well-being of students.

To promote and act in accordance with the ethos of Sevenoaks Prep's "Way of Life", its aims and objectives.

Have safeguarding of children as your priority.

Responsible to:

The Headmaster /class teacher / Head of Learning support with whom you will meet regularly to agree classroom provision, lesson plans and supervision of the children.

Key tasks and responsibilities

To support the class teacher in planning and preparing lessons and activities with clear objectives.

To organise the classroom and learning resources as per the teacher's instructions, to create a positive, tidy and orderly learning environment.

To encourage and motivate pupils whether in the wider classroom setting, small groups or as individuals.

Assist the class teacher, guide and motivate pupils towards their potential, preparing them for exams and challenges where appropriate.

Instil and monitor standards of behaviour and manners where there is respect of one another.

Co-ordinate activities and resources within specific areas of the curriculum, supporting colleagues in the delivery of this specialist area;

Participate in staff meetings and playground duties.

Liaise with colleagues, working flexibly to support each other and working as a team.

Take part where possible in class events, plays, recitals, trips and fundraising activities that benefit the wider school community.

Personal Specification

- an enthusiastic and versatile team player.
- good organisational skills and be able to use ICT effectively
- a confident, warm and welcoming manner.
- a smart professional appearance
- able to take an active role in the promotion of the School and its aims and ethos
- able to respond sensitively to pastoral issues.

Any questions and completed application forms should be sent to hr@theprep.org.uk

February 2021