



Job Description and Person Specification

Job title	Teaching Assistant – Upper KS2
Contract type	Part time (16 hours per week), Fixed term until 9 July 2027
Reporting to	Head of Upper School
Weeks per year	36
To commence by	At the earliest opportunity

Job Description

Purpose of the Role

Teaching Assistants are highly valued and essential members of our school community. They play an important part in the everyday teaching and learning experiences of our children and are an essential part of the practical and supervisory elements of the school day. Inspiring and kind TAs can make a big impact on a child's education; we aim for all our TAs to be high quality and committed practitioners.

Key Responsibilities

Classroom Support

- Assist teachers in the planning, preparation, and delivery of engaging lessons and activities
- Work with the teachers to support and prepare pupils for 11+ preparation.
- Complement the work of teachers by providing pupils with the level and type of support required and/or by taking responsibility for learning tasks as agreed. This will involve joint planning with teachers, preparing and delivering activities for individuals or small groups
- Support pupils individually, in small groups, or within the whole class to enhance learning and participation
- Help maintain a positive, orderly, and inclusive classroom environment
- Prepare and organise teaching resources, equipment, and learning materials
- Supervise pupils during lessons, trips and educational activities
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use

Pupil Support

- Support the academic progress and wellbeing of all pupils
- Encourage independence, confidence, and resilience in learning
- Assist pupils with varying learning needs, including those with additional educational needs, where appropriate
- Promote positive behaviour in accordance with the school's policies and values
- Foster children's social development and positive relationships with peers and adults

Pastoral Care

- Contribute to the safeguarding and welfare of pupils at all times
- Provide a caring and supportive presence for children throughout the school day
- Assist with supervision during breaktimes, lunchtimes, educational visits, and school events as required

- Support pupils during transitions between activities and different parts of the school day
- To support / lead the Wrap around Care arrangements via Breakfast or After-School club at least once a week

Assessment and Record Keeping

- Assist with observing, monitoring, and recording pupil progress
 - Provide feedback to teachers on pupil engagement, attainment, and behaviour
 - Help maintain accurate records and displays showcasing pupil achievement
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General Responsibilities

- Contribute fully to the wider life of the school, including clubs, trips (day and residential), assemblies, and whole-school events.
 - Uphold all school policies, safeguarding procedures, and professional standards.
 - Build strong relationships with parents, communicating progress and supporting engagement in children's learning.
 - Participate actively in staff meetings, INSET days, and continuing professional development.
 - Undertake any other reasonable duties as requested by the Headteacher.
 - To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
 - To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
 - To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
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Safeguarding

The school is committed to safeguarding and promoting the welfare of children. The health, safety and well-being of all our pupils are of paramount importance to all the staff at Kew College Prep. We are committed to providing an environment in which children feel welcomed, safe, valued and respected. Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities.

To ensure that we comply with our Safeguarding commitment and responsibility, the school will undertake all necessary vetting checks, pre and post interview, including an enhanced DBS check, internet checks, teaching prohibition checks, references, right to work in the UK and medical fitness.

Person Specification

Criteria	Essential	Desirable
Qualifications	GCSE (or equivalent) English and Mathematics at Grade C/4 or above.	Level 3 Teaching Assistant qualification (or equivalent)
Experience	Experience working with children in an educational, childcare, or similar setting	Experience in an independent, preparatory, or primary school environment
Knowledge	Understanding of child development and learning	Knowledge of supporting children with additional educational needs (SEND)
Teaching & Learning Support	Ability to support pupils across a range of abilities and ages	Experience delivering small group interventions
Communication Skills	Excellent verbal and written communication skills; ability to build positive relationships with pupils, staff, and parents	Experience communicating with a range of external professionals
Interpersonal Skills	Patient, caring, enthusiastic, and approachable manner	Experience mentoring or supporting colleagues or volunteers
Teamwork	Ability to work effectively as part of a collaborative team	Experience contributing to wider school activities and events
Organisation	Good organisational skills and attention to detail; ability to prioritise and manage workload	Experience maintaining pupil records and learning documentation
Behaviour Management	Ability to promote positive behaviour and support pupils in line with school policies	Experience using restorative or positive behaviour management approaches
Personal Attributes	Flexible, reliable, professional, and able to remain calm under pressure; commitment to high standards of pupil care and wellbeing	Willingness to support extracurricular activities, trips, and school events
Safeguarding	Commitment to safeguarding and promoting the welfare of children; understanding of confidentiality and professional boundaries	Current safeguarding and/or paediatric first aid training
IT Skills	Competent in the use of basic IT systems, including email and Microsoft Office applications	Familiarity with educational software and school management systems