



SOLIHULL

Teaching Assistant (EYFS/KS1)

Responsible to the Head of the Preparatory School and Assistant Head Alice House, the Teaching Assistant will be responsible for the welfare of pupils in his/her care and for the management of pupils in the classroom, communal spaces and the delivery of the curriculum as directed by the class teacher. The successful candidate will work 37.5 hours a week 8:00 AM till 4:30 PM term time plus one week.

Principal areas of responsibility:

The main responsibilities include:

Teaching & Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the teacher and increase achievement of all pupils, including, where appropriate, those with special educational needs and disabilities (SEND);
- Promote, support and facilitate the participation of all pupils in learning and co-curricular activities;
- Provide opportunities for stretch and challenge, supporting and encouraging all pupils to fulfil their academic potential;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;
- Organise and manage teaching and outdoor space and resources to help maintain a stimulating and safe learning environment;
- Act as a key person for a group of children, actively participating in their care and learning through observation and assessment;
- As required, take sole responsibility for children working and playing in areas, inside or outside, by providing appropriate levels of support and interaction where a variety of activities are available;
- Be aware of developments in ICT and how they may be integrated into both teaching and learning.
- Promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child and meet their needs within the ethos of the school;
- Carry out break and lunchtime supervision or cover duties as required;
- To support children in finding solutions and solving problems for themselves by cultivating a growth mindset and by supporting the development of the characteristics of effective learning within the National Curriculum/EYFS framework.

Planning

- In co-operation with other staff, plan and prepare the programmes of work and activities to be undertaken by individual children or groups of children;
- Take responsibility for planning, initiating and facilitating certain programmes of work e.g. listening to reading, computer activities, cooking, story sessions, etc.;
- Read and understand lesson plans shared prior to lessons, where appropriate;
- Check emails at the beginning and end of the working day to keep abreast of communications;
- Support the teacher in preparation of the classroom in advance of lessons;
- Help, in conjunction with other staff, to maintain and service resources, areas and equipment as required.

Working with colleagues and other professionals

- Communicate effectively with staff and pupils, and with parents/carers of their key worker group under the direction of the class teacher;
- Communicate their knowledge, understanding or concerns regarding pupils to other school staff so that informed decision making can take place on intervention and provision;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues;
- Contribute to maintenance of displays and the wider learning environment across the Preparatory School;
- Have regard for pupil welfare at all times, including wiping up blood or other bodily fluids where this is necessary to maintain a safe environment. Appropriate protective wear will be made available;
- Willingness to contribute to a proportion of the school's before or after school care;
- Undertake duties as directed by the form tutor or Preparatory Management Group, in particular, those directed specifically by the Assistant Head (Alice House)/Head of EYFS.
- Attendance at events such as open days, entrance examination and assessment days and, where possible, those in which Form members are involved, e.g. concerts, drama productions, seminars;
- Participate in the school's co-curricular programme, which includes trips, leading activities, clubs and societies, sport, drama and music. This may involve before school, lunchtime, after school, weekend and holiday time activities;
- Be willing to participate in residential activities, assisting with organisation as requested by the Head of Year, trip leader or PMG.

Training and development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with Preparatory Management Group (PMG), and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school;
- To participate in regular year group meetings;
- To keep informed of current EYFS/KS1 framework documents, childcare legislation and practices;
- A willingness to work in different year groups across Alice House as required

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

Person Specification: Teaching Assistant

In order to be shortlisted for a role at Solihull School, you must demonstrate that you meet all of the essential criteria and as much of the desirable criteria as possible.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	- Full and relevant Early Years or Teaching Assistant qualification Level 3 or above, or a willingness to train and achieve necessary qualification - Grade C or above in GCSE Mathematics and English (or equivalent) - Willingness to undertake training and development appropriate to the role	- Paediatric first aid or other first aid certificate - D1 minibus licence a willingness to undergo training - Any additional qualification relevant to early years provision - Relevant food hygiene certificate
Experience & Knowledge	- Previous experience of supporting pupils in key stage 1 or EYF S - Knowledge of the National Curriculum and EYFSs framework at recent curriculum developments	Supporting pupils in EYFS and key stage 1
Skills	- Excellent organisational skills and the ability to multi-task - Excellent written and verbal communication skills and Knowledge of Microsoft IT packages (or equivalent). - Ability to help deliver creative and engaging lessons - Ability to communicate warmly with pupils - Awareness and understanding of safeguarding and welfare of children	- Ability to creatively display pupils work - Trained to deliver intervention programmes - Experience of using EYFS online learning journal software for example family tapestry - Experience of supporting people to participate in forest school or outdoor education activities
Personal Attributes	- Ability to challenge colleagues and provide constructive criticism as required - Ability to contribute to strategic plans - Ability to work under pressure, organise and prioritise workload - Ability to work on own initiative, work without direct supervision and solve problems - Ability to draw clear, calm boundaries when appropriate - The capacity to remain calm and cope with the unexpected - Ability to problem solve	- Ability to improve and implement new systems and processes - The ability to assess and defuse difficult conversations and communications - Willingness to work across all infant year groups

Requirements of all Staff Members at Solihull School:

	REQUIREMENT
Requirements within role	• Commitment to safeguarding children. • Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy. • Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect. • Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice. • Participation in the effective management of the school by attending meetings as required. • Adhering to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard for the health & safety of all members of the school community.
Personal Attributes	• Physical and mental capacity to undertake the role, and an exemplary previous attendance record. • Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders. • High degree of personal integrity and confidentiality. • Able to take a common-sense approach with high levels of diplomacy, tact and empathy. • High standards of work with excellent attention to detail.