



ST EDWARD'S PREP

A WISHFORD SCHOOL



TEACHING ASSISTANT

CANDIDATE PACK

INTRODUCTION

The School

St Edward's Prep School & Nursery has been providing first-class education for children in Reading for over 70 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and the traditional values we encourage in a warm and caring environment. Teaching is tailored to the individual child and, as a result, our pupils achieve great things, academically, on the sports field and in the performing and visual arts. For more information on the school, please visit

www.stedwardsprep.com

Wishford Schools

Wishford Schools is a small, friendly group of schools in the South of England. Our schools aim to provide an excellent education, giving every child the opportunity to shine. Our standards and expectations are high, and our staff and pupils are challenged and supported to give their best. Whilst sharing a common ethos, each of our schools is different and enjoys autonomy, while benefiting from the support and opportunities that membership of our group brings. We invest in the professional development of our staff, providing opportunities for career advancement within the group for the most able of our team. For more information about the group, please visit

www.wishford.co.uk

How to Apply

To apply for this role please use the application form on TES [via this link](#).

St Edward's Prep is committed to providing a quality all-round education for its pupils and to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.

Important Information

We reserve the right to close the vacancy prior to the application deadline/closing date should a suitable candidate be found. Prompt application is encouraged.





Reports to: SENDCo, St Edward's Prep

TA Responsibilities:

- To work with an individual pupil with SEND needs
- To support with classroom activities under the guidance of the teacher responsible
- To help with the assessment and recording of children's achievement and progress as directed in relation to the individual child
- To attend to minor incidents and accidents
- To accompany teaching staff as necessary on day/residential trips
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times in line with the school's Behaviour Management Policy
- To provide pastoral care as an integral part of performing duties as a TA
- To share in the corporate responsibility for the well-being and control of all pupils in the school
- To follow the policies for the smooth running of the school as laid down in the Staff Handbook
- To undertake duties and cover as required by the school
- To have due regard for Health & Safety procedures and be mindful of the additional responsibilities around sports provision to include medication and specific First Aid
- To fulfil break/lunch and after-school care duties as required by the Headteacher

General Responsibilities:

- To contribute to maintaining a culture of safeguarding by keeping an up to date knowledge of safeguarding policy and practice
- To have due regard for the education of all pupils in the school in accordance with the aims and objectives as laid down in the school's mission statement and policy documents
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners

Hours of Work and Salary:

- Part-time role - 08.30-13.30 Monday to Friday during term time
- The actual salary for this role is between £11,000-13,500 depending on experience



PERSON SPECIFICATION

Essential

- Eligible to work in the UK
- Passionate about working with children
- Able to work on own initiative and to follow instruction
- A good communicator
- Confident and accurate in use of spoken and written English
- Committed to equal opportunities
- Flexible to the changing needs of the school
- A positive thinker, warm, encouraging and able to work with compassion
- Energetic and committed
- Reliability
- A responsible team player
- A keen interest in sports and a desire to coach children
- The desire to develop and learn
- Ability to teach across the age range of school
- A supportive attitude to the school's ethos, vision and leadership
- Calm under pressure
- Professional attitude
- A sense of humour

Desirable

- Previous experience of a similar TA role in a similar setting
- Existing knowledge of Autism and other SEND needs
- Previous experience of similar role in similar setting

The posts holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding and Staff Behaviour Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Headteacher.

