



**PINEWOOD**

*Est. 1875*

**JOB DESCRIPTION**

**PRE-PREP TEACHING ASSISTANT**

**Early Years & Key Stage One**

**Full-Time Cover TA  
(providing cover for absences for both  
Teachers and TAs within the Pre-Prep)**

**Line manager:** Deputy Head of Pre-Prep

**Salary Scale:** Dependent on experience and qualifications

**Paid hours per week during term-time:**

Monday - Friday 8am - 4pm during term-time only (approx. 34 weeks per year).

In addition, attendance at Staff Inset Training Days will be required (approximately 5 days per year) and attendance at other occasional school events outside of normal hours may be required (e.g. Parent's Evenings).

**Notice Period:** One term

**General description of job:**

This is an exciting role which provides cover for Teacher and Teaching Assistant absences in the Pre-Prep (EY and KS1) and otherwise provides support for classes, groups and individual pupils across the 4 year groups of Nursery, Reception, Year 1 and Year 2 ensuring the continued high standard of teaching and learning.

The Cover TA has responsibility for the safety, welfare and supervision of the children under the direction of the Class Teachers, Deputy Head of Pre-Prep and Head of Pre-Prep.

This role will also provide occasional cover within the Prep School, acting in the role of Teaching Assistant as required.

**You do not need to be a qualified teacher for this role.**

**Main responsibilities:**

- To cover for Teacher or Teaching Assistant absence ensuring the highest level of teaching and learning is provided.
- During periods when cover is not required, to support classes, groups and individual pupils in their learning.
- To manage classes of pupils ensuring pupil behaviour is in line with School policy and our expectations.
- To introduce cover work set by absent teachers.
- To adequately monitor and report progression of pupils as required.
- To demonstrate a real passion for teaching and learning and to work to help all pupils reach their full potential.
- To undertake duties including break/lunch supervisor and supporting in Busy Bees (After School Care) or Pre-Prep Clubs as required.
- To also provide occasional support to the Prep School during periods of teacher absence, acting in a Teaching Assistant support role.
- To be willing to provide support across the school as required including in administration.
- To familiarise yourself with all the general policies across the school and ensure procedures are followed.

**Safeguarding of children**

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.
- Upon starting the role, you will complete a safeguarding induction, followed by yearly training at inset.

**Essential competencies:**

- Minimum level 3 Early Years Education qualification, or equivalent, so as to be counted in ratio (to check what level your qualifications equate to, please consult the government checklist here: <https://www.gov.uk/guidance/check-an-early-years-qualification>)
- Full Paediatric First Aid Training, so as to be counted in ratios, **if** you obtained your EY qualification since 30 June 2016 (can be completed on appointment).
- Previous experience of working or volunteering in Early Years and KS1.
- Level 2 Food Safety and Hygiene (can be completed upon appointment).
- Passion for teaching and helping pupils to reach their full potential.
- Excellent communication skills.
- Ability to work in a very busy educational environment whilst retaining a calm and consistent work environment for the pupils.
- Can do attitude, team player, willing to get involved in the wider activities of the School.
- Enthusiastic and driven.
- Self-motivated, able to look for opportunities to support others and add benefit for the School..

**Desirable competencies:**

- Prior experience working with Prep age children (Years 3-8).
- Understanding of the independent education sector.
- Full Paediatric First Aid Training, **if** your EY Education qualification was obtained before 30 June 2016.

**Employees Benefits include:**

- Support Staff Pension Scheme.
- Free lunch and snacks provided during term-time.
- Free coffee, tea and fruit during the working day.
- Free car parking on site.
- Cycle 2 Work scheme.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Thriving Common Room offering social activities and events.
- Staff Well-Being Programme and Menopause Support Groups.

*Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

