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# Job Description

## Teaching Assistant (Pre-Prep)

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*Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

Sherborne Prep School is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

Our vibrant, busy Pre-Prep department welcomes children from ages 3-7 and teaching assistants work under the direction and supervision of class teachers to help promote effective learning and teaching.

<b>Job Title:</b>	<b>TEACHING ASSISTANT (PRE-PREP)</b>
<b>Location:</b>	Sherborne Prep School
<b>Line Manager:</b>	Head of Pre-Prep
<b>Hours of Work:</b>	<p>31 hours per week during term time (33 working weeks to include INSET) as follows:</p> <p>8.00am to 4.00pm on Tuesdays, Wednesdays and Fridays (less 30 minutes unpaid lunch break).</p> <p>8.00am to 5.00pm on Thursdays (less 30 minutes unpaid lunch break).</p> <p>Some flexibility will be required on occasion to meet the demands of the post.</p>
<b>Salary:</b>	<p>£14,072.02 per annum, which equates to £11.76 per hour and includes payment for working 33 weeks of the year plus 5.6 weeks paid holiday.</p> <p>Salary paid monthly in arrears directly into nominated bank account.</p>

**Holidays:** Other than INSET days, the remaining School holiday period can be taken as holiday. Holiday cannot be taken during Sherborne Preparatory School term time. Attendance will be required on Bank Holidays that fall during term time.

**Pension:** The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of Human Resources (Sherborne School Bursary).

**Medical Self  
Declaration:**

Any offer of appointment will be conditional upon the provision of a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

**References/Police  
Check:**

As Sherborne Preparatory School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to receipt of a satisfactory criminal record check from the Disclosure and Barring Service (a "Disclosure") before the appointment is confirmed. This will include details of cautions, reprimands or final warnings. This post is also subject to receipt of two satisfactory written references, one of which must be your last employer.

**Post-holder's  
Responsibility:**

You share with all School staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

## **Main areas of responsibility**

### **Contributing to the quality of care and welfare of pupils by:**

- Building good relations with pupils
- Encouraging good standards of pupil behaviour
- Supervising pupils during playtimes and lunchtimes
- Supervising pupils in after school clubs
- Supporting pupils within and outside the school, e.g. on educational trips, swimming lessons, sports events etc.
- Providing comfort and first aid for minor accidents, upsets or ailments
- Helping children who need support while encouraging independence
- Providing specific learning support for individual pupils or small groups of children as require

### **Contributing to the effective running of department by:**

- Organising and maintaining the stock of materials and distributing resources
- Preparing classroom materials including photocopying resources, obtaining materials for specific lessons and setting out equipment as required
- Planning and constructing creative displays in conjunction with the Class Teacher
- Ensuring pupils' work is filed and stored correctly
- Delivery of snacks around classes and loading/unloading of dishwasher

### **Supporting the needs of pupils effectively accessing the curriculum by:**

- Building a positive relationship with pupils and supporting the school ethos
- Developing good teamwork with the Class Teacher and other staff who are supporting pupils
- Preparing the classroom for aspects of the day's work e.g. setting up a particular area including the resources required
- Ensuring pupils are paying attention, concentrating and staying on task
- Providing appropriate praise and encouragement to pupils during tasks
- Supporting children working together to encourage teamwork and co-operation
- Providing support to pupils in their classroom learning
- Helping with tasks where there are physical difficulties, whilst encouraging independence and safety
- Helping pupils to follow instructions and to find resources required with increasing independence
- Providing help for pupils in organising their work

### **Supporting the quality of learning and teaching in the classroom by:**

- Supporting children's activities e.g. by listening and talking with children, leading activities which practice skills, encouraging sharing, turn taking and co-operation
- Encouraging children's oral language development through relevant questioning and personal interaction
- Supporting literacy and numeracy development across a range of subject areas
- Supporting practical activities in and out of the classroom
- Supervising and supporting pupils while they undertake work set by the teacher

- Carrying out observations of individual pupils and groups where appropriate and providing feedback to the teacher
- Working closely with Learning Support to offer specific individual and group learning support programmes for pupils

**Skills and qualifications required:**

- Relevant childcare qualification to at least NVQ Level 3
- Ability to work in a team
- Flexibility
- Initiative
- Good communicator
- Enthusiasm and sense of humour
- Calm
- Strong commitment to life of the school

**Training Requirement for Teaching Assistants – this list is not exhaustive and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

**METHOD OF APPLICATION**

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**  
**Human Resources**  
**Sherborne School**  
**Tel: 01935 810502**  
**Email: [hr@sherborne.org](mailto:hr@sherborne.org)**

**Closing date for applications:** 9.30am – Wednesday 7 August 2024

**Interviews likely to take place:** Friday 16 August 2024

**PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME**

**Anticipated start date:** September 2024