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— RIYADH —

Aldenham Prep School Riyadh

Teaching Assistant

September 2022

The successful candidate will be expected to practise across the full range of the Lower or Upper School curriculum. We have an excellent learning environment led by the Upper and Lower School Leads and teachers. The Teaching Assistant (TA) reports to the Class teacher and then to the relevant School Lead.

The hours of work are 7.30am-3.00pm (half an hour's break).

The salary is subject to qualifications and experience.

Job Description for: Teaching Assistant

Aldenham Prep School Riyadh is an IAPS co-educational day school (pupils aged 3-11). It is part of the Aldenham Foundation, located near Elstree, north of London in the UK. We provide an environment which enables each child to give their best and achieve their best. High academic standards are achieved through close attention to the individual child and through dedicated and inspirational teaching. Educators at Aldenham Prep School Riyadh must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. All staff are required to be committed to the wellbeing and safeguarding of the pupils. Staff are required to promote the Aldenham Values and the welfare of children and young people.

Curriculum Support

- a) Support pupils' learning as directed fostering independence and robust self-esteem.
- b) Contribute to curriculum planning and evaluation, assist in the introduction to the lesson and interact with the teacher and pupils as required.

Pupil Achievement and Wellbeing

- a) Have a sound knowledge of Safeguarding issues and be responsible for promoting the welfare of all children. Advise line manager or Designated Safeguarding Lead of any safeguarding concerns regarding staff or children.
- b) Provide pupils with the level and type of support specified by the Teacher.
- a) Support individuals or groups of pupils during independent and/or group work, which includes challenging the more able and supporting those with learning needs and the less able. This means having knowledge and awareness of any disabilities, family cultures and medical histories.
- c) Provide a high standard of physical, emotional, social and intellectual care for children.
- d) Accompany pupils as directed and supervised by the responsible Teacher on and off the school site.
- e) Encourage and reinforce positive interactions between pupils, promoting and modelling positive behaviour at all times.
- f) Provide comfort and care for minor accidents and report serious problems or danger to a teacher. Complete relevant paperwork.

Teacher Support:

- a) Assist in the day to day management of the learning environment.
- b) Participate in record-keeping and pupil and prospective pupil assessments.

- c) Provide feedback to the teacher about the learning activities and the pupil responses.
- d) Assist in the positive management of pupil behaviour.
- e) Attend appropriate annual statement review meetings.
- f) Undertake appropriate administrative tasks.
- g) Take the Class occasionally.
- h) Attend appropriate Teacher and Learning Support Meetings.

School Support:

- a) Select and make good use of learning resources, IT and other equipment which enables teaching objectives to be met.

Relations with parents and wider community:

- a) Liaise effectively with pupils' parents, building strong relationships; sharing and providing relevant information, e.g. regarding day to day pupil organisational matters, to enable children's needs to be met.
- b) Always maintain confidentiality according to the school's and legal requirements.

Managing own performance and development:

- a) Commit to ensuring own work life balance.
- b) Understand the need to take responsibility for professional development and to keep up to date with research and developments in teaching and learning. Be up to date with Safeguarding training and be willing to undertake First Aid training. Undertake face to face and on-line training as necessary.
- c) Read, understand, and adhere to all policies and procedures relevant to your role and the safe running of the School.
- d) Set a good example to the pupils through presentation and personal conduct.
- e) Participate in the School's performance management programme.
- f) Support all colleagues, students and volunteers, implementing the principles of mutual professional respect.
- g) Make an active contribution to the life and aspirations of the School.
- h) Understand the roles and responsibilities of others within the School.
- i) Be responsible for a specified area(s).

Other Responsibilities:

All staff should be willing to assist other staff in preparation and supervision of activities, to include playtime and lunchtime supervision of pupils. Teaching Assistants are generally required to attend the following (details are specified in the annually updated Staff Handbook).

- Regular Departmental Staff Meetings
- 2 parents' evenings
- Information Evening
- 2 x Open Mornings
- Visitation Afternoon (Prize Giving)
- Attend all INSET Days (if a non-working day) [4 days a year]
- Attend one evening or weekend morning event a year.
- Class day trips
- ASPA (Parents Association) Fair/event

Teaching Assistants will also be prepared to attend other such meetings, functions and training as are from time to time deemed necessary.

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • NVQ Level 3 or equivalent knowledge, experience and skills • Be IT literate and confident • Communicate effectively 	<ul style="list-style-type: none"> • Be able to think and act independently • Be well organized, flexible and adaptable • Be a team player • Be approachable • Be committed to the highest possible standards for all children • Be enthusiastic • Be highly motivated

No description of responsibilities can be fully comprehensive, and this job description is subject to review and modification as necessary. The Teaching Assistant is also required to carry out other reasonable duties as are from, time to time, necessary.