



# Blundell's

PREPARATORY SCHOOL

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Teaching Assistant  
**Department:** Prep School  
**Report to:** Head of Prep  
**Date:** September 2022

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### ROLE

To support the educational and social development of pupils as directed. To support class teachers with various admin duties and preparation and presentation of pupil's work. To undertake break time and before and after school duties.

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### SUMMARY OF DUTIES

#### Teaching and Learning

- Assist in the educational and social development of pupils under the direction of the Head Master and Class teacher
- Assist in the implementation of Individual Educational Programmes for pupils and help monitor their progress
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists, as necessary
- Assist Class teachers with maintaining pupil records
- Support pupils with emotional or behavioural problems and help develop their social skills.

#### Administrative Duties

- Assist with the preparation and presentation of pupils work
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time, as required.

#### Standards

- Support the aims and ethos of the school (as outlined in the staff handbook)
- Set a good example in terms of dress, punctuality and attendance
- Attend staff meetings and appropriate Inset training
- Be proactive in matters relating to health and safety.

### Other Duties and Responsibilities

- Accompany pupils on educational trips outside of school
  - Undertake playground, lunchtime and before and after school duties
  - Assist with basic first aid duties.
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### PERSON SPECIFICATION

#### Essential Qualifications and Experience

- Appropriate qualification e.g. NVQ level 3 or equivalent
  - Ability to empathise with children
  - Physically fit and in good health
  - Good standards of oral and written English essential
  - Ability to communicate and cooperate effectively with colleagues
  - Sound working knowledge of ICT
  - Ability to carry out basic first aid duties
  - Self-motivated, adaptable and able to use own initiative when required
  - A sense of humour
  - Promotes and maintains a high standard of time keeping and personal presentation
  - Ability to build and maintain relationships with parents on a professional basis
  - Sympathy with the Christian ethos of the school
  - Ability to work across all Prep age ranges
  - Ability to work a part of an effective team
  - Ability to be flexible across a busy school day.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_