



### **Job Description: Pre-Prep Teaching Assistant**

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employer:</b>    | Ashfold School Trust Ltd                                                                                                                                                                                                           |
| <b>Background:</b>  | Ashfold School is a co-educational Preparatory School for 7 - 13 year olds with a Pre-Prep Department for 3 - 6 year olds.                                                                                                         |
| <b>Reports to:</b>  | The Deputy Head of the Pre-Prep Department                                                                                                                                                                                         |
| <b>Job Purpose:</b> | To assist in the creation of a stimulating environment for children in an early-years setting. To also be able to support children's learning in the Pre-Prep department and assist the teachers to deliver an exciting curriculum |

#### **Job Description:**

##### **Support for Children:**

- To promote an enthusiasm for, and love of, learning amongst children.
- Working with individuals or groups of children in and outside class in a variety of educational activities within an early-years setting.
- To promote the inclusion of all children of all abilities in the learning activities in which they are involved.
- Providing for the personal and social needs of children, in conjunction with other staff.
- To assist with preparation for school visits and the supervision of children on such visits.

##### **Support for Teachers:**

- Assisting the Form and Subject Specialist Teachers in any educational duties as directed by them. Within the overall plan set by teachers, to assist in devising and extending educational activities. This may include contributing to the development and implementation of Individual Education Plans (IEPs).
- To help assess, record and provide regular oral/written feedback to teachers on children's progress and achievement.
- To efficiently prepare, maintain and use classroom teaching materials. This will include photocopying, mounting and general display throughout the department, and ensuring that children clear up their workspace after the completion of a task, with reasonable help, but with encouragement to clear up for themselves.
- To assist in maintaining all aspects of behaviour management and encouraging socially acceptable behaviour in line with the ethos of the school.
- To attend meetings and courses when required.

##### **Support for the School**

- To work collaboratively with colleagues as part of a professional team, in particular with teachers and other Teaching Assistants.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary.
- Participating, along with other staff, in the rota for playground duty/supervision.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Assisting with any other duties as may be reasonably required by the Headmaster, Deputy Head or Head of the Pre-Prep department

## Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact with. They must adhere to and ensure compliance with the school's Safeguarding Policies and procedures 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 the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

**This role profile is not exhaustive and it will be subject to periodic review.**

## Person Specification

| Qualifications and Training                                                                                                         | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Minimum Level 3 qualification in Early Years/childhood development/Early Years education or childcare                               | ✓         |           |
| Good GCSE (or equivalent) passes in Mathematics and English Language                                                                | ✓         |           |
| Paediatric First Aid Certificate                                                                                                    |           | ✓         |
| Experience                                                                                                                          |           |           |
| Working in an Early Years setting                                                                                                   | ✓         |           |
| Working knowledge and experience of delivering EYFS statutory framework                                                             |           | ✓         |
| An understanding of, and commitment to, the prep school ethos                                                                       |           | ✓         |
| Technical Skills                                                                                                                    |           |           |
| Strong practical skills                                                                                                             |           | ✓         |
| Fully competent IT skills                                                                                                           |           | ✓         |
| Personal Skills                                                                                                                     |           |           |
| A caring person who is keen to assist the teaching in ensuring the best possible teaching and learning opportunities for all pupils | ✓         |           |
| Energetic and enthusiastic approach                                                                                                 | ✓         |           |
| Attention to detail, reliability, thoroughness and the ability to work well under pressure in order to meet deadlines               | ✓         |           |
| Ability to take the initiative                                                                                                      | ✓         |           |
| Flexibility and willingness to work throughout the department                                                                       | ✓         |           |
| Ability to work as part of a team                                                                                                   | ✓         |           |
| Communication Skills                                                                                                                |           |           |
| A good communicator to be able to convey their passion and ideas to children clearly                                                | ✓         |           |
| Friendly, approachable and with the ability to develop good relations with children, staff and the wider school community           | ✓         |           |

Date of Job Description: October 2026