



Assistant Teacher

Job Description

Overall Purpose

To support the education of the whole child, including all learners, achieving high standards.
To implement a broad, balanced and appropriate curriculum to enable each pupil to achieve their potential.

Reporting To

The Headmistress

Principle Responsibilities

Assistant Teachers are expected to:

- Attend to classroom duties by 8am until at least 4pm.
- To work such hours as deemed reasonable and necessary to discharge duties effectively, efficiently and conscientiously.
- To promote and understand the aims, values and policies of Broadhurst School.
- To support the ethos of the school, maintain discipline and uphold high standards of conduct and appearance.
- To be a positive role model for children, promoting good behaviour.
- To establish and maintain effective working relationships with pupils, parents, staff and members of the school community.
- Be willing to perform any duties as reasonably directed. This may take the form of preparing work/resources, administration tasks, classroom displays, clearing and tidying etc. This will also include working with both small groups and individuals on focused tasks.
- To establish supportive and trusting relationships with pupils.
- To motivate children and build their self-esteem.
- To support children using equipment and materials in the classroom.
- To contribute to the classroom environment in providing stimulating and challenging play opportunities.
- Support children's play activities - listening and talking to children, engaging in child initiated games and role play, scaffolding sharing and cooperation.
- To assist children in accessing the learning in circle times and group activities.
- To work on a one-to-one basis with pupils of all abilities

- To support learning in all areas including literacy, phonics, numeracy, practical activities, craft projects and topic based focus activities.
- To contribute to assessment and child observations, including compiling Learning Journeys and Profiles.
- To contribute to classroom planning and children's next steps in their learning.
- To be part of the duty rotas for the supervision of children including outside and lunch duties.
- In the case of emergency or staff absence, the assistant teacher may be required to provide cover for a teacher as directed by Senior Management.
- To provide cover for absent colleagues, at the discretion of the Senior Management.
- To attend staff meetings and Inset days.
- To establish and maintain a culture of collaboration and cooperative working between colleagues.
- To attend to children with minor injuries as necessary, assisting with first aid.
- To attend to the personal care needs of children.
- To safeguard the well-being of children throughout the school, complying with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

Person Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Be a qualified Assistant Teacher with Equivalent NVQ3 or higher 	<ul style="list-style-type: none"> • Experience of EYFS Observation, Assessment and Planning
<ul style="list-style-type: none"> • Evidence of CPD and/or school practice 	<ul style="list-style-type: none"> • First Aid qualification
Experience	
<ul style="list-style-type: none"> • Prior experience of EYFS 	<ul style="list-style-type: none"> • Knowledge and understanding of the EYFS curriculum and its assessment
Skills	
<ul style="list-style-type: none"> • Excellent behaviour management skills 	
<ul style="list-style-type: none"> • Have a thorough up-to-date knowledge of the EYFS curriculum 	
<ul style="list-style-type: none"> • Established professional relationship with children and families 	
Knowledge	
<ul style="list-style-type: none"> • Be a reflective practitioner 	<ul style="list-style-type: none"> • Knowledge of the independent school sector
<ul style="list-style-type: none"> • A sound knowledge of child protection and safeguarding 	
<ul style="list-style-type: none"> • Thorough understanding of the development and learning needs of young children 	
<ul style="list-style-type: none"> • Knowledge of health and safety issues relevant to this age group 	
Personal qualities	
<ul style="list-style-type: none"> • Motivation to work with young children 	<ul style="list-style-type: none"> • Demonstrate emotional intelligence
<ul style="list-style-type: none"> • Excellent communication skills 	
<ul style="list-style-type: none"> • Continuous updating of own skills 	<ul style="list-style-type: none"> • Ability to work under pressure
<ul style="list-style-type: none"> • Models good practice and engages in self-reflection 	<ul style="list-style-type: none"> • Involvement in the life of the school
<ul style="list-style-type: none"> • Organised, self-disciplined, reliable and conscientious 	
<ul style="list-style-type: none"> • Inspiring and influential 	
<ul style="list-style-type: none"> • Good attendance 	
<ul style="list-style-type: none"> • Sense of humour 	
<ul style="list-style-type: none"> • Be presentable at all times 	
<ul style="list-style-type: none"> • Committed to working as a team 	
<ul style="list-style-type: none"> • Positive in approach 	
<ul style="list-style-type: none"> • Self-reliant 	