

JOB DESCRIPTION
NURSERY/PRE-PREP TEACHING ASSISTANT

- JOB TITLE:** Nursery/Pre-Prep Teaching Assistant
- REPORTING TO:** Head of Key Stage 1/Head of EYFS
- JOB PURPOSE:** To provide a high standard of care to Pupils and Parents in the Nursery or Pre Prep, and assist the Class Teacher

KEY RESPONSIBILITIES:

- To support children with their learning in and out of the classroom
- To support the class teacher with preparation and planning of lessons and learning activities
- To work with individual or small groups of pupils on specific areas of focus as directed by the class teacher
- To communicate and build positive relationships with parents
- To support in the supervision of pupils throughout the day including outside play time and lunchtime
- To assist in any specialist lessons throughout the week like Swimming, PE, Dance or Music
- To assist pupils with intimate care if required
- To be friendly, informative and well-organised
- To work in a clean, tidy and organised environment both inside and outside the building
- To be professional at all times and deal with any matter methodically
- To assist with the routine operation of the class on a daily basis
- To attend staff meetings, INSET training and training courses as required
- To ensure that appropriate Health and Safety, risk assessment and hygiene procedures are implemented
- To work in accordance with Dumpton School policies
- To understand Safeguarding Children and report any concerns or observations to the Designated Safeguarding Lead

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Headmaster

PERSON SPECIFICATION
NURSERY PRE-PREP TEACHING ASSISTANT

ESSENTIAL ATTRIBUTES:

- Positive, can do attitude - someone who aims high in all that they do
- Friendly and empathetic manner - someone who is kind in all that they do
- Good standards of literacy and numeracy
- Proven team working ability
- Strong communication skills
- Experience working with children in Key Stage 1 or EYFS

DESIRABLE ATTRIBUTES:

- TA or other relevant qualifications
- Experience supporting children in a classroom environment
- Teaching/coaching experience

FURTHER INFORMATION:

- Based at Dumpton School, Wimborne, Dorset.
- The successful candidate will be expected to work Monday to Friday, 8.15am to 4.15pm (or 5.30pm)
- The successful candidate is not expected to work during school holiday periods other than INSET training.
- The candidate may have the option to work in Key Stage 1 or Early Years/Nursery, depending on their experience
- Salary range depending on qualifications: £17,916 to £18,857 (based on 8.15am-4.15pm)
- Applicants must undergo an enhanced Disclosure and Barring Scheme check.
- We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.

RETURN APPLICATIONS:

- **VIA EMAIL TO:** recruitment@dumpton.com
- **DEADLINE:** Monday 20th November
- **INTERVIEWS:** Week beginning Monday 20th November