

**JOB DESCRIPTION**  
**PRE-PREP TEACHING ASSISTANT**

**JOB TITLE:** Pre-Prep Teaching Assistant  
**REPORTING TO:** Head of Key Stage  
**JOB PURPOSE:** To provide a high standard of care to Pupils and Parents in the 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**  
**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

**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 3.30pm.
- Applicants must undergo an enhanced Disclosure and Barring Scheme check.
- The School must be in receipt of two work references before employment can commence.
- The successful candidate is not expected to work during school holiday periods other than INSET training.

**RETURN APPLICATIONS:**

- **VIA EMAIL TO:** [recruitment@dumpton.com](mailto:recruitment@dumpton.com)
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** 8.00am on Monday 13 June
- **INTERVIEWS:** interviews are likely to be held week commencing Monday 20<sup>th</sup> June

We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.