



Role Profile: Pre-Prep Teaching Assistant (Full-Time)

Purpose

To assist in promoting the learning and personal development of the children to whom you are assigned to.

To assist and work closely with the Room Leader and other staff members in supporting the Pre-Prep classroom, ensuring the planning and assessments are completed. To work as a Key Worker and part of the Early Years team, maintaining strong communication and aiding smooth transitions for the children.

<i>Reporting to:</i>	Head of Early Years
<i>Department:</i>	Early Years
<i>Working hours:</i>	Full-Time, Five days per week, 8am to 4pm (term time 35 weeks plus inset days)
<i>Checks:</i>	Enhanced DBS and 2 satisfactory references
<i>Start Date:</i>	September 2024

Working With Us

An Inspiring World of Education - that is the Cognita way. As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a top independent school and a global network of colleagues across a diverse yet connected family of schools in Europe, Latin America and Asia. We'd love to tell you more about how this could benefit your career.

Launched in 2004, Cognita is an extraordinary family of schools joining forces in an inspiring world of education with one common purpose: building self-belief and empowering individuals to succeed.

With some 70 schools internationally we employ 5,000 teaching and support staff in the care and education of more than 35,000 students. Together, our schools provide a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world. If you want to take your career further, we want to support you in achieving that goal within Cognita. www.cognita.com

Benefits

- Competitive salary depending upon qualifications and experience.
- Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site (subject to availability)
- School fee discount
- Professional development
- School holidays and public holidays
- Free school lunches

Main duties:

Support for Children:

- Supervise and provide particular support for children, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- To aid the pupil to learn and grow happily in both group situations and on his/her own.
- Monitor the Child's response to the learning activities and, where appropriate, adapt the activities as agreed with the Room Leader to achieve the intended learning outcomes.
- Encourage children to interact with others and engage in activities.
- Set challenging and innovative expectations to promote self-esteem and independence.
- Establish relationships with children, acting as a role model and being aware of and interact with them according to their individual needs.

Support for the Teachers:

- To work as part of a team in planning and assessing within the current guidelines for the Early Years Foundation Stage Curriculum,
- Create and maintain a purposeful, nurturing and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies and plans under the guidance of the Room Leaders to support pupils to achieve.
- Monitor pupils' progress to learning activities and accurately record development through the Early Years online learning tool; Tapestry.
- Provide detailed and regular feedback to Room Leader on pupils' progress, achievement and issues as appropriate.
- Promote good pupil behaviour, deal promptly with conflicts and incidents in line with Early Years Behaviour Management strategies, as well as the whole school policy.

Support for the school:

- Use ICT in learning activities and develop pupils' competence and independence.
- Attend training, staff meetings and open days as required.
- To work within a team and be flexible.
- Deal with minor incidents and refer to senior staff if necessary.
- Administer First Aid as needed, following school procedures.
- Undertake playground break or lunch time duties as directed.

Other Duties

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To participate in training and other learning activities
- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.
- Be flexible and able to work as part of a team

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Grade A-C in G.C.S.E English and Maths • NVQ Level 3 Qualification in Childcare or equivalent 	<ul style="list-style-type: none"> • Paediatric First Aid • Food Hygiene
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Good interpersonal skills. • Ability to keep calm under pressure • Intermediate IT skills (including competent use of Microsoft packages) 	
Experience	<ul style="list-style-type: none"> • To have a strong knowledge of the Early Years Foundation stage Curriculum • Experience of delivering phonics to Early Years aged children (Jolly Phonics and Read, Write, Inc) • Experience of working with children and able to meet their needs • Able to deal with children and adults with tact and sensitivity • Able to communicate effectively at all levels • Able to build and develop positive relationships with teaching staff 	<ul style="list-style-type: none"> • Use of basic first aid equipment as required.
Knowledge	<ul style="list-style-type: none"> • Understanding of Safeguarding 	<ul style="list-style-type: none"> • Understanding of regulatory compliance requirements • Basic understanding of Preventing Extremism
Personal Qualities	<ul style="list-style-type: none"> • Neat, tidy professional appearance. • Pleasant and friendly manner • Confident approach to varied situations. 	

Key Stakeholders:

Internal - Teachers, Heads, internal colleagues, parents, students, school staff

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed:

Date:

Name (Print):