BLENHEIM SCHOOLS

Job Description

Job Title: Teaching Assistant
Responsible to: Senior Leadership Team
Key internal contacts: Pupils and all school staff.
Key external contacts: Key external relationships and parents.

ABOUT THE SCHOOL

Oakfields Preparatory School is a thriving independent day school in Upminster for children aged 2½ to 11, where high expectations, exceptional pastoral care and a passion for innovation combine to create an outstanding educational experience.

Driven by our vision of Learning Beyond Walls and Aspiring Beyond Limits, we provide children with a broad, ambitious and enriched curriculum that extends far beyond the traditional classroom. From outdoor learning and enterprise projects to sport, performing arts and leadership opportunities, we inspire curiosity, creativity and confidence in every pupil.

At Oakfields, we believe that education is about developing the whole child. Our small class sizes, strong family partnerships and nurturing community enable every pupil to be known, valued and challenged to reach their full potential. As we continue to invest in exciting learning environments and curriculum innovation, this is an exceptional opportunity to join a forward-thinking school where staff are empowered to make a genuine difference and contribute to a culture of excellence, ambition and opportunity.

ABOUT BLENHEIM SCHOOLS

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

This is an exciting opportunity for a passionate individual to inspire our children.

- To assist in promoting the learning and personal development of the children to who you are assigned
- To assist the teacher in supporting the class, ensuring planning and assessments are completed
- To work as a team member to support children and as part of the Early Years/Lower School team, maintaining strong communication and aiding smooth transitions for children.

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Job Description

KEY TASK AREAS & RESPONSIBILITIES

- To supervise and provide support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- To aid pupils to learn and grow happily in both group situations and independently.
- Monitor pupils' response to the learning activities and, where appropriate, adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Encourage pupils to interact with others and engage in activities.
- Establish relationships with pupils, acting as a role model.
- To work as part of a team in planning assessing within the current guidelines for the EYFS and Lower School curriculum.
- Create and maintain a purposeful, nurturing and supportive environment in accordance with lesson plans and assist with the display of pupil work.
- Provide detailed and regular feedback to the teacher on pupils' progress, achievement and issues as appropriate.

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

WHAT YOU'LL BRING

ESSENTIAL SKILLS & QUALIFICATIONS

- Excellent written and communication skills
- Good interpersonal skills
- Ability to keep calm under pressure
- Intermediate IT skills (including competent use of Microsoft packages)
- 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 the wider school staff.
- Grade A-C in GCSE English and Maths
- NVQ Level 3 Qualification in Childcare or equivalent

OTHER

- Neat, tidy, professional appearance
- Pleasant and friendly manner
- Confident approach to varied situations
- Use of basic first aid equipment
- Understanding of regulatory compliance requirements

KEY STAKEHOLDERS YOU'LL BE WORKING WITH

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools

GOVERNANCE

- Blenheim Schools is the proprietor of Oakfields Preparatory School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· **To be signed and dated by employee:**

· Signed: ……..

· Name (print): …….

· Date: ……