



CROSFIELDS
SCHOOL

TEACHING ASSISTANT (RECEPTION) Job Description

Crosfields Now

Situated in over forty acres, Crosfields currently educates over 570 boys and girls between the ages of 3 and 13.

Crosfields' Future

This position arises at an exciting juncture in the school's history. In 2007 Crosfields changed from being a boys' school to being co-educational. From September 2021 the school will be extending the age range from 13 to 16 and so this will be when the current Year 7 children are in Year 9. An ambitious building plan to create a new Senior School accompanies this vision and recently was given planning permission.

An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour. The children benefit from a vast range of opportunities provided by a committed and talented staff enhanced by facilities which are second to none.

Though they are taught broadly, the children are also taught thoroughly. Crosfields is committed to the wellbeing and development of all our staff, offering a warm and supportive place to work.

The candidate will be working in a professional, welcoming and dynamic environment, where every day brings new challenges and developments.

The Role:

- To work with the teacher to provide a high standard of physical, emotional, social and intellectual care for children in the class
- To give support to other teaching staff
- To implement the daily routine in the classroom
- Ensure they are up to date with all Pre-Prep procedures and school aims by reading the handbook, checking their Crosfields' email account regularly and making sure they are following the correct process with regard to, for example, the recording of accidents and collection of children

Responsible to:

The Head of the Pre-Prep Department





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Main Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Ensure that a caring and stimulating environment is provided for pupils, that takes into account individual developmental needs and enables them to reach their full potential;
- Help plan and prepare exciting learning opportunities;
- Prepare work and activities in advance of the lesson (within employed hours) e.g. produce worksheets for agreed activities, operate AVA equipment (laminator/ photocopier), change displays, make books, labels, sharpen pencils and undertake practical tasks to maintain a good standard of classroom appearance on a daily basis;
- Observe and assess children's development to provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom ensuring equality of opportunity for all;
- Support the whole school community and maintain strict confidentiality.
- Promote the inclusion and acceptance of all pupils within the classroom;
- Support the needs of all pupils during lessons, through differentiation of tasks, explanations and scaffolding.
- Carry out duties as required (including after school), making sure that children are monitored and assisted during this time.
- Record any meetings with parents and hand to the Head
- Complete any behaviour logs and make class teacher aware of any issues witnessed



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- Be responsible for keeping and updating records as agreed with the teacher;
- Liaise sensitively and effectively with parents/carers
- Maintain good order and discipline amongst all pupils in the school, in accordance with the school's behaviour policy;
- Promote independence and employ strategies to recognise and reward achievement and self-reliance;
- Be flexible within areas of work and working practices of the Pre-Prep department.
- Undertake specific childcare tasks- such as intimate care when required
- Liaise with external agencies when required;
- Work alongside teachers and other staff to ensure the philosophy behind the school is fulfilled;
- Act as an ambassador for Crosfields School and maintain a positive image of its aims and objectives;
- Participate in the appraisal system for their own performance;
- Attend and participate in staff meetings, courses, open mornings, parent consultations and professional development days;
- Supervise pupils on visits, trips and out of school activities as required;
- Administer First Aid as appropriate;
- Carry out any other duties required by the Head.

Hours: 8am to 4pm, Term-time only

Closing date: Thursday 30th June 2020

We reserve the right to appoint before the closing date if a suitable applicant is found.



Pre-Employment Checks

All appointments will be subject to two satisfactory references (which may be taken prior to interview). Disclosure check by the Disclosure and Barring Service and medical fitness for the role. Where applicable overseas police checks and prohibition from teaching and management checks will also be completed. All checks must be completed before employment can commence at the School.

Safeguarding and Child Protection

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

