



# THE ELMS

FOR BOYS & GIRLS, 0-11

NURSERY & JUNIOR SCHOOL  
TO TRENT COLLEGE

## **Job Description**

**Title: 1:1 Teaching Assistant,**

**Job role: Two term initial contract; 27 ½ hours per week (initially), term time only**

**Please note this contract will be with the parents, in liaison with the school.**

### **Responsible to:**

- Parents regarding academic progress, targets, emotional and social wellbeing
- Assistant Head – EYFS and Infants, under direction of the Head of Learning Support

**Purpose:** To assist in the support, inclusion and access of a pupil with development needs.

## **The Elms**

Situated on a striking 45-acre campus on the border of Nottingham and Derbyshire in Long Eaton, The Elms is the Nursery and Junior School to Trent College.

The Elms Junior School is a co-educational, independent day school for 4-11 year olds. The Elms Pre-School and Nursery welcomes children from 6 weeks to 4 years old.

The school aims to nurture enquiring minds and increase self-confidence, so pupils will enjoy asking questions and making decisions for themselves. Pupils are provided with a wealth of learning opportunities, enabling each child to grow, learn and flourish in a supportive and stimulating environment.

The wellbeing of pupils is at the core of everything at the school. Getting to know each child as an individual and their needs as a learner, means we can deliver exceptional standards of pastoral care, enabling them to achieve their personal best.

## **Responsibilities:**

### **Support for the child**

- To work under the instruction of the Pre-School Leader and the Assistant Head – EYFS and Infants, to support high quality teaching, learning and pastoral needs of the individual.
- To report to parents on a daily basis the highlights of the day and targets to work towards.
- To support and implement structured evidence-based interventions and Individual Learning Plans for the child.
- To promote inclusion and acceptance of all pupils within the classroom, encouraging children to interact and work cooperatively with others and engage with all activities.
- To provide positive feedback and effective assessment for individualised learning for the child, developing an understanding of how to motivate and encourage the individual child to develop independent learning skills.



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- To be responsible for promoting and safeguarding the welfare of children and young people within The Elms.
- Liaising with external professionals as appropriate.
- To support during lunchtimes and encourage a healthy and balanced diet.

## **Support within the setting**

- To provide support for learning activities through contribution to planning and preparation.
- To assess, feedback and record evidence of achievement, personal response, and progress of the child through agreed monitoring systems and individual targets.
- To establish a constructive relationship with the parents
- To accompany staff and the child on educational visits when possible / appropriate.
- To work with the staff to ensure effective home-school communication and liaison.

## **Support for The Elms**

- To promote and support the Behaviour Policy of The Elms and to be proactive in managing behaviour, independence and integration of children, both within the classroom and around the school.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection and the reporting of concerns to the appropriate person.

## **Key Skills**

- Ability to work with a range of communication methods to develop speech and language skills.
- To take initiative and to be able to adapt planning to differentiate tasks as and when required.
- Ability to deliver specific interventions to the individual pupil.
- Good time management; use time effectively to support the child.
- A calm and nurturing approach to implement a range of behaviour management strategies to best support the child.

## **Desired Qualifications and Experience**

- Level 3 qualification in childcare (or equivalent)
- First aid
- Safeguarding trained
- Experience of supporting children on a one-to-one basis
- Experience of working with children with additional needs