



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

JOB DESCRIPTION

It is not possible for professional job descriptions to be exhaustive or definitive. The nature of teaching and caring for children in a small school brings both opportunities and situations of necessity, where professional commitment and involvement in the all-round life and work of the School may make additional and extraordinary demands.

Job Title:	Teaching Assistant (SEND 1-to-1)
Directly Reporting to:	All staff ultimately report to the Headmaster, however in practicality the TA will report through the Senior Deputy Head.
The School:	The School was founded as the Chorister School in the 13th century and continued to educate choristers only until the mid-1950s. It is now a Pre-Preparatory and Preparatory co-educational school with approximately 270 pupils on roll, between the ages of rising 3 and 13 (including both boy and girl Cathedral Choristers and probationers). The Christian faith is central to the life of the School and all staff are expected to be in sympathy with the aims of a Christian school.
The School's Aims:	The School offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It has a proven scholarship success to a wide variety of senior schools. The School not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all its pupils. We want children to take risks in the classroom, not to be afraid of getting it wrong but rather be confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.
Main Areas of Responsibility:	<ul style="list-style-type: none">• To assist in the educational and social development of the pupil under the direction and guidance of the form or subject teacher.• To provide support for the pupil inside and outside the classroom to enable them fully to participate in activities.• To work with other professionals, such as Speech and Language Therapists, as necessary.• To assist form or subject teachers with maintaining pupil records.• To help support the pupil with emotional or behavioural problems and help develop their social skills.• To help prepare and present displays of the pupil's work.• To support form or subject teachers in photocopying and other tasks in order to support the child's teaching.• To undertake a share of break time and lunchtime supervision.

	<ul style="list-style-type: none"> • To be aware of and comply with the policies and procedures relating to child protection (safeguarding), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To be aware of and support difference and ensure equal opportunities for all. • To contribute to the overall ethos, work and aims of the School. • To appreciate and support the role of other professionals including liaising with the School Nurse and administrative staff. • To attend and participate in relevant meetings as required.
<p>All School staff are expected to:</p>	<ul style="list-style-type: none"> • Work towards and support the School visions and the current School objectives outlined in the School Development Plan. • Carry out the work of the School to the best of your ability, displaying initiative and enthusiasm and recognising that its status as a prep and pre-prep, boarding and day school and also as a choir school places additional demands and responsibilities on staff who choose to work here. • Support your colleagues and their work, building on all that is good and helping to re-shape what could be better. • Do all you can, by the relationships that you build with all pupils, staff, parents and the wider community, to promote the caring ethos of the School and reflect its Christian foundation. • Support and contribute to the School's responsibility for safeguarding pupils. • Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with all pupils, parents and colleagues. • Engage actively in the performance review process, training and development. • Adhere to policies as set out in the staff handbook. • Undertake other reasonable duties related to the job that may be required from time to time.

Exeter Cathedral School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment is subject to satisfactory clearance following an enhanced disclosure application to the DBS.