



# CHESHAM PREPARATORY SCHOOL

## Job Description

Teaching & Learning Assistant (Full Time), Years 1–4 (KS1 & KS2)

<b>Responsible to:</b>	Headteacher, Deputy Head, Head of Year, Head of Learning Support
<b>Working hours:</b>	Full time, including some duties before and after school
<b>Contract type:</b>	Permanent

## About the Role

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At Chesham Prep, we believe every child deserves to be seen, inspired and supported to thrive. Our Teaching and Learning Assistants are central to making that happen. This is a hands-on, rewarding role working closely with children in Years 1–4, helping to create a classroom environment where curiosity flourishes and every pupil can reach their potential.

## Putting Children First

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The heart of this role is the children in your care. You will:

- Build warm, trusting relationships with pupils that help them feel confident and safe to learn
- Support children in the classroom, in small groups, and on an individual basis — always with an eye on their independence and growth
- Observe children at work, noticing how they are developing and what they need next
- Offer encouragement and gentle guidance to help pupils stay focused, engaged, and proud of their work
- Help children develop positive learning habits, social skills, and self-belief
- Assist children who need additional support to access the full range of classroom activities
- Promote a culture of kindness, inclusion, and respect within the classroom and across the school
- Help children manage their belongings responsibly and feel settled and organised throughout the day

## Supporting Teaching & Learning

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Working in close partnership with the class teacher, you will:

- Assist in preparing and delivering engaging, well-resourced lessons
- Hear children read and support the development of literacy and numeracy skills
- Help design and create classroom displays that celebrate pupil work and enrich the learning environment

- Prepare and adapt learning materials and resources to meet different needs
- Provide clear and timely feedback to the class teacher about pupils' progress and wellbeing
- Support the management of the classroom environment — before, during, and after school
- Keep records and track assigned tasks, such as house points and reading logs, accurately
- Provide supervision of the class in the teacher's absence, as directed
- Cover break-time supervision as directed by the Head of Year or Deputy Head

## Working with the Wider School Community

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- Liaise with the Head of Learning Support and class teachers to support individual learning plans where relevant
- Communicate openly and professionally with colleagues, sharing observations and ideas to benefit pupils
- Maintain confidentiality regarding all pupil, family and school matters
- Attend assemblies and school events as part of the school community
- Participate in INSET days, open days, and training as requested
- Carry out any reasonable duties as directed by the Headteacher, in the best interests of the pupils and the school

## Professional Development

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- Participate in the school's appraisal and professional development programme
- Attend relevant training to develop your skills and stay current with best practice in primary education
- Reflect on your own practice and embrace new approaches as they emerge
- Engage actively with the school's values, ethos, and mission

## Safeguarding & Pastoral Responsibility

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**Chesham Prep is committed to safeguarding and promoting the welfare of children. All staff share this responsibility.**

- Report any concerns about a child's welfare or safeguarding to the Designated Safeguarding Lead (DSL) without delay
- Maintain good order and support the health, safety, and wellbeing of all pupils, both on school premises and during off-site activities
- Follow all relevant school policies, including those relating to health and safety, data protection, and behaviour
- Take reasonable care for your own safety and that of colleagues, pupils, and visitors; report any hazards to the appropriate person
- Work co-operatively with the Headteacher and Senior Management Team to ensure the school meets its statutory health and safety obligations

## Professional Standards

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- Behave with professionalism, integrity, and warmth at all times — inside and outside the classroom
- Maintain high standards of appearance, punctuality and conduct, setting a positive example for all children
- Uphold and actively contribute to the school's ethos, values, and standards
- Adhere to the school's code of professional conduct and all relevant policies
- Treat all members of the school community, children, families and colleagues, with courtesy and respect

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*This job description reflects the current requirements of the post. It may be reviewed and updated from time to time in consultation with the post-holder.*

*March 2026 | This role is a Regulated Activity as defined by the Disclosure and Barring Service*