



CHESHAM PREPARATORY SCHOOL

Job Description

Teaching & Learning Support Assistant (Maternity Cover), Year 2 (KS1)

Responsible to:	Headteacher, Deputy Head, Head of Year, Head of Learning Support
Working hours:	Full time, including some duties before and after school
Contract type:	Maternity Cover - November 2026 to July 2027

About the Role

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, full-time, maternity cover role, working closely with children in Year 2, helping to create a classroom environment where curiosity flourishes and every pupil can reach their potential.

Putting Children First

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

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

- 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

- 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

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

- 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

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.

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