



West Lodge School

A co-educational prep school for 3-11 year olds

JOB DESCRIPTION – TEMPORARY / RELIEF EYFS Teaching Assistant

Start Date 13th October 2025 – December 12th 2025 FULL-TIME

MAIN PURPOSE

To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- To assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
- To assist teachers in fostering an attractive learning environment to ensure pupils spend their school life in stimulating surroundings.
- To assist teachers and senior managers in preparing resources and equipment as necessary in order to support pupils' learning.
- To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Support for Pupils

- Supervise pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently.
- Establish good relationships with pupils, acting as role model, reporting progress and achievements to teacher as agreed.
- Respond to pupils' minor welfare and personal needs.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Providing 1-2-1 support to pupils who benefit from academic support and may be working towards their own personalised programme

westlodge.org.uk

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Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive and supportive relationships with parents/carers and pupils.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing, money etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Working with intervention programs with small groups of children.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

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- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Fully participate in the School's performance appraisal system in order to develop and enhance personal performance.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, break times and lunch times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

EQUALITIES

Implement the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.



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