



Ascham School



Junior School Prep Assistant Position Description

Junior School Prep Assistant

Reports to: Head of Junior School

Department: Hillingdon

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

Job Description

At Ascham School, Hillingdon is the Junior School for students in Preparatory ('Prep') to Year 2. It is the first stage of Ascham's educational journey, providing an activity-based learning environment designed specifically for younger girls before they move to Fiona (Years 3-6) and then Senior School (Years 7-12). Hillingdon is also the name of the dedicated building and community for these early years students and within it there is a focus on foundational literacy, numeracy, inquiry, creativity and social development within the school's Dalton educational framework.

The Prep Assistant provides classroom and pastoral support to Prep students and teachers, helping to create a safe, engaging and nurturing learning environment.

Core Job Role Accountabilities

- Work collaboratively with Prep Teachers, Prep Assistants and other colleagues to support Prep student learning and wellbeing.
- Assist in the preparation, delivery and evaluation of learning activities and classroom programs.
- Provide individual and small-group support to students as directed.
- Support students' social, emotional, behavioural and academic development.
- Foster a positive, inclusive and well-organised learning environment.
- Supervise students during classroom, playground, meal and other school activities.
- Assist with classroom routines, transitions, learning resources and displays.
- Encourage student independence through positive guidance and support.
- Build positive relationships with students, staff and families.
- Anticipate and respond appropriately to student needs and incidents as they arise.
- Perform rostered duties, including student drop-off, pick-up and playground supervision.
- Set up, maintain and pack away learning materials and equipment.
- Attend staff meetings and professional learning activities.
- Work in accordance with the Ascham Staff Code of Conduct and School policies.
- Undertake other duties as directed by the Head of Junior School.

Mandatory requirements

- Certificate III in Early Childhood Education and Care, or an equivalent qualification.
- Demonstrated understanding of, and genuine interest in, supporting children aged four to five years.
- Ability to build positive and respectful relationships with students, families and colleagues.
- Strong interpersonal, communication, organisational and time management skills.
- Collaborative team player with a positive and proactive approach.
- Demonstrated ability to be professional, dependable and accountable in all aspects of work.
- Empathy, patience and resilience, with the ability to support a diverse range of student needs.
- Reliable, punctual and able to work effectively in a dynamic school environment.
- Current First Aid and CPR certification as well as a valid Working with Children Check clearance.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	