



Job Description

Teaching Assistant

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 37½ hours per week, Monday – Friday 9am – 5 pm (with a 30-minute break) term time only

Responsible to: Senior Deputy Head – Teaching & Learning

Summary of the Role:

To work under the instruction/guidance of the teacher to undertake support programmes, to enable access to learning for pupil(s). Work may be carried out in the classroom or outside the main teaching on a one to one or small group basis.

Main Duties and responsibilities

1. Delivering tailored learning activities as devised by the teacher, either in a small group setting or on a one-to-one basis
2. Ensuring that any pupils they support can engage in learning and stay on task during the lesson or activity
3. Supporting the social and emotional development of students, raising any concerns as per the school's policy and protocols
4. Guiding and monitoring a student's progress
5. Providing a range of administrative support in the classroom, such as preparing classroom resources
6. Providing support for pupils outside of class, such as exam invigilation and covering absences of TA colleagues
7. Being a part of extra-curricular activities, including after school clubs, homework clubs, and revision sessions
8. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
9. To undertake student record keeping as requested
10. To promote the inclusion and acceptance of all students
11. To establish and maintain positive relationships with parents/carers, gathering and reporting information as directed
12. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
13. Contribute to the overall ethos, work and aims of the school
14. Attend and participate in relevant meetings as required
15. To assist the Learning Support department support individuals after school.
16. Participate in training and other learning activities and performance development as required

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • A levels • GCSE Maths and English Grade B or above (or equivalent) 	<ul style="list-style-type: none"> • TA qualification • Educated to Graduate level
Experience	
	<ul style="list-style-type: none"> • Previous experience of working with children • Previous experience as a TA
Skills	
<ul style="list-style-type: none"> • Ability to carry out instructions accurately and efficiently • Ability to plan and organise allocated workload • Awareness of confidentiality • Ability to work alone as well as part of a team • Basic IT Skills 	
Personal Attributes	
<ul style="list-style-type: none"> • Pleasant, caring and polite manner • Calm under pressure • Takes pride in their work 	
Other Factors	
<ul style="list-style-type: none"> • Flexible approach • Willingness to undertake additional training (on occasion outside normal working hours) 	