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## Job Description: Teaching Assistant

**Post:** Teaching Assistant
**Responsible to:** Headteacher/ SENDCo

**Job purpose:** To provide Teaching Assistant support within classes

**Duties:**This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The principle duty of this post will be to provide Teaching Assistant support within classes, under the guidance of the Class teacher, and the Head of Learning Support.

**Teaching and Learning**

1. Proportion of contact time supporting Year 4 boy with EHC plan.
2. Support individual or groups of children within a class.
3. Assist in the educational and social development of pupils under the direction and guidance of the SENDCo and class teachers.
4. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
5. Assist class teachers with maintaining student records
6. Support students with emotional or behavioural problems and help develop their social skills.

**Administrative duties**

1. Assist in the preparation and presentation of displays of pupils' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the Headmaster or SENDCo requires.

**Standards and Expectations**

1. Support the aims and ethos of the school as detailed in the Staff Handbook.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend Teaching Assistant meetings and training, as appropriate.
4. Undertake professional duties that may be reasonably assigned by the Headmaster

or SENDCO.

1. Be proactive in matters relating to health and safety and safeguarding.

**Other duties and responsibilities**

1. To undertake specific duties as required, such as break duties, extra curricular,

accompanying children on school trips.

1. To carry out any tasks which contribute to the smooth running of the class or school

and facilitate the children’s learning either directly or indirectly, as directed by the Headteacher.

1. Work the majority of Saturdays in term time.

**Additions/deletions to this Job Description may occur with the agreement of the Headmaster.**

**BACKGROUND ON THE SCHOOL**

We are looking for an enthusiastic, patient, caring, individual with a sense of humour who thrives in a classroom environment. Someone who is energetic and resilient who will appreciate and promote a positive relationship between school, home and child.

**About the School:**

Beeston Hall School currently aims to provide boys and girls aged 4 – 13 years with the best possible education. The School is set in 30 acres on the beautiful North Norfolk coast, just ten minutes walk from the sea and surrounded by 700 acres of National Trust land. There are excellent modern educational facilities: a library, a stand alone Music and Art School, two ICT suites, an indoor Shooting Range, Sports Hall, a 20m outdoor Swimming Pool, a full size Astroturf, floodlit all-weather area and extensive playing fields. The school currently has 150 pupils, of these about half are boarders. There is one boarding house, providing a warm and caring environment, a real home from home. All pupils are encouraged to take part in a wide and exciting range of co-curricular activities such as Shooting, Cooking, Scottish Reels Dancing, Chess, Sailing, Cubs and Scouts, Ballet, extra Drama, Fencing, Mixed Martial Arts, Squash and many more.

Children are prepared for entry to a wide variety of Independent Senior Schools through either Scholarship or Common Entrance. These include schools such as Ampleforth, Eton, Gresham’s, Harrow, Norwich School, Oakham, Oundle, Queen Margaret’s, Radley, Repton, Rugby, The Leys, Tudor Hall and Uppingham.

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While working at Beeston Hall is demanding and requires a full commitment, the work is fulfilling and can be great fun. On appointment, new staff are provided with a mentor and, for the duration of their first year, are supported by our induction process.

Salary will reflect number of hours and experience. Hours – Between 28 and 38, term-time only. £9.18 to £11.73 per hour.

If you feel you can meet the requirements of this post, we will be delighted to hear from you.

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Closing date for receipt of applications:  **Friday 15th October**

Interviews will be held in the **week beginning Monday 18th October**

Fred de Falbe, Headmaster, September 2017.