



MERCHANT TAYLORS'

School

JOB TITLE: Graduate Assistant (Learning Support)

DURATION: 10 Month Contract

FUNCTION: Teaching

DEPARTMENT: Learning Support

THE SCHOOL:

Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 890 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.

PURPOSE OF THE JOB:

Teaching assistants provide support to teachers and pupils both within the classroom as well as in various extra-curricular settings. In particular, they support those with Special Educational Needs and Disabilities, so that they are fully included within the school community and are able to access the curriculum and make progress. This is done under the instruction/guidance of the Head of Learning Support and where applicable, classroom teachers.

The successful applicant will have responsibilities with regards to particular pupils at certain times of the day as well as more general responsibilities across the whole school.

ORGANISATION:

The incumbent will be accountable to the Head of Learning Support for the proper performance of duties.

Typical work activities include:

- helping pupils in all areas of the curriculum
- assisting with the preparation of the learning environment
- maintaining pupil records and carrying out administrative tasks, particularly for those pupils who have Education, Health and Care Plans
- assisting with annual reviews
- supporting pupils who are known to the Learning Support Department
- assisting with the development of support materials
- assisting with the assessment of pupils' progress

- offer small group support sessions at lunch times

Duties

- assist in the educational and social development of pupils under the direction and guidance of the Head Master, Head of Learning Support and Class Teachers
- assist in the implementation and monitoring of support programmes
- provide support for specific pupils inside and outside the classroom to enable them to fully access the curriculum and participate in activities through developing independence and self confidence
- support pupils with emotional or behavioural problems and help develop their social skills

Administrative Duties

- support class teachers in preparation of support materials
- undertake other duties from time to time as the Head Master requires

Standards and Quality Assurance

- support the aims and ethos of the school
- undertake training if need be
- set a good example in terms of dress, punctuality and attendance
- attend team and staff meetings
- undertake professional duties that may be reasonably assigned by the head Master
- be proactive in matters relating to health and safety

Other Duties

- motivating and encouraging pupils,
- attending meetings, reviews and INSET days when required
- helping with school events and residential trips
- assisting with extra-curricular activities such as games, clubs and societies

GENERAL TERMS & CONDITIONS

PERSONAL ATTRIBUTES REQUIRED:

- Team player with initiative
- Excellent communication skills
- The position will be suited to a locally situated graduate who is considering teaching as a career and who would be willing and able to contribute to extra-curricular activities such as sport.
- Commitment to high standards of safety and the maintenance of an orderly environment
- Sound educational background
- Flexible and practical approach

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.

GENERAL CONDITIONS:

Start Date:	August 2018
Hours:	Occasional out of hours and weekends required plus some flexibility.
Salary range:	£14,166 pro rata to duration of contract (£17,000 per annum full time equivalent)
Other Benefits:	Lunch provided free of charge when the School Catering Department is open. School Pension Scheme (Contributory) – following qualifying period and subject to eligibility criteria. Use of School leisure facilities.
Other:	All appointments are subject to a satisfactory medical disclosure and a routine check with the Disclosure and Barring Service.
Closing Date:	12pm on Thursday 15 th March 2018
Interviews:	To be held week commencing Monday 19 th March 2018.