****

**Teaching Assistant**

**Job Specification**

We are seeking an enthusiastic and well qualified Graduate to work as a Teaching Assistant alongside staff and pupils in The Upper School.

This full-time post requires a person with enthusiasm, energy and commitment.

The working day usually runs from 8.00 am - 4.00 pm, although it may extend beyond this in order to supervise clubs.

**The successful applicant will perform a range of duties which will include:**

• Hearing readers and changing reading books
• Working with small groups or one-to-one as directed by the teacher and SENDCO
• Accompanying and supervising pupils on the coaches to and from PE sessions
• Setting up and clearing the hall for gym lessons
• Helping with the preparation of practical lessons such as Art, Science and DT
• Providing support for before and after-school clubs

A Teachers’ Assistant must also be:

* Flexible
* Punctual
* Have sound common sense
* Have the ability to use his/her initiative
* Be reliable
* Be able to follow instructions
* Be available for work two days before and two days after the end of each term
* Have GCSE, or equivalent, English and Maths qualifications (as a minimum requirement)
* Have a graduate qualification
* Speak English fluently

Glendower has a reputation for being strongly academic and the curriculum is very broad with sport, art, drama, music and ICT having high profiles within the school.