



Dunottar School
The best in everyone™
Part of United Learning

Dunottar School, Reigate - Job Description

Teaching Assistant to support year 10 boy

Immediate start

Part time: fixed term contract.

Dunottar is a co-educational school for pupils aged 11-18 set in extensive grounds of 15 acres on the outskirts of Reigate. Having joined United Learning in March 2014, the school became co-educational in September 2014, with boys joining Dunottar for the first time. With a new Headmaster in September 2017, the school is on a very exciting journey. The school is experiencing fast growth in pupil numbers and it recently announced a £6.6Million capital development programme to build a new Sixth Form Centre and a whole school Assembly Hall to accommodate future growth.

Dunottar is a great place to work, with a team of highly professional and committed teachers and support staff. We incorporate best practice from independent schools and academies right across the United Learning Group, whilst retaining our unique, friendly ethos in Reigate where pupils are nurtured to make significant personal progress at the same time as achieving excellent academic results. United Learning is an outstanding organisation which prides itself on providing a working and learning environment which encourages 'the best in everyone'. You will join a network of staff belonging to 60 other schools, with opportunities to engage with fellow professionals which far exceed what one school could achieve on its own. Personal development and career opportunities are excellent.

Dunottar School seeks to appoint as soon as possible a part time Teaching Assistant to join our thriving Learning Support Department to support the learning of a year 10 pupil. The pupil concerned is a very sporty young man and so some affinity to sport would be advantageous in order to really work well with the pupil. The successful candidate will be required to assist with taking notes, organisation and consolidation.

The Department works very much as a team and so the successful applicant will need to feel comfortable with this way of working at the same time as looking for opportunities to maximise the potential of the pupil.

The Post

The responsibilities of the Teaching Assistant will include the following:

- To enable access to learning for a sporty teenaged boy working towards GCSEs both in-class and during 1:1 sessions and feedback to the Head of Learning of Support (SENCO)
- To be familiar with assistive technology available to pupils with SEND
- To attend departmental meetings
- To attend regular inset

- To carry out any such duties as the post holder may reasonably be required to do
- To have some knowledge of Dyslexia, Dyspraxia and other specific learning difficulties

KEY TASKS

- Provide academic support for pupil.
- Establish rapport and respectful, trusting relationship with pupil, acting as a role model and setting high expectations.
- Supervise and provide particular support for pupil, ensuring his access to learning resources.
- Support the implementation of IEPs, Curriculum Planning and Assessment.

The Person

- We are looking for an enthusiastic, motivated person who is willing to support this pupil as well as being an active member of the Learning Support Department.

Essential

- Sound ICT skills and a willingness to embrace new technology
- Strong interpersonal and communication skills
- Willingness to be flexible
- The awareness to maintain confidentiality on all school matters

Desirable

- Experience of working in class or support sessions with pupils in Secondary Education
- Experience of 365 Office system
- Experience with other learning difficulties e.g ADHD, ASD, SEMH

14 hours per week across 4 or 5 days, 35 weeks per year.