



EATON HOUSE THE MANOR GIRLS' SCHOOL

Required for January 2023

Teaching Assistant

Eaton House The Manor Girls' School

Eaton House Schools comprises of five individual schools spread across two sites. All of the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor Girls' School takes girls from the age of 4 to 11 years. The School is a happy, hardworking and exciting place, providing its pupils with a thorough preparation for senior school exams at 11+ and future senior school life. Girls enter on a first-come, first-served basis, and all are encouraged to achieve their full potential in the academic, sporting and artistic fields. They are taught good manners and respect for others and themselves. Pupils are offered a broad, balanced curriculum and are helped to grow their independence within this framework.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792. The Girls' School opened in 2008 in a new building built on the Manor site.

Job Description

Assistant teachers are usually assigned to a particular class or year group but will be expected to help out throughout the school.

Teaching Assistants will be required to:

1. Assist the Class Teacher in monitoring academic progress, record keeping, health and emotional wellbeing of each pupil in the class (in liaison with the Head Teacher), and in line with school policies as the Class Teacher requests.
2. Prepare termly plans and a daily plan (prepared a week in advance) for all the lessons that are taught by the Teaching Assistant, kept in the Class Planner. Keep records of the children's progress as stated by the Head Teacher. Ensure that the syllabus for each subject for the year being taught is completely covered during the academic year.
3. Attend INSET, staff meetings, parents' evenings and any other functions as required by the Head Teacher. Be available to parents for advice and discussion regarding their child, each day.
4. Assist the Class Teacher in ensuring that the classroom is well organised, tidy and functioning effectively. Assist the Class Teacher in the preparation of wall displays.

5. Ensure that the right level of discipline is maintained in the classroom and that the children follow the School Rules and Golden Rules.
6. Play a full part in the life of the school, be flexible and aware of what is happening throughout the school. Undertake pastoral and supervisory duties in the School as required.
7. Support the teaching of sport.
8. Write reports at the end of each term on each child in the subjects that are taught by the Teaching Assistant as required, highlighting their strengths, weaknesses and achievements.
9. All support staff are expected to be in school between the hours of 8am and 4pm each school day and for preparation days prior to the beginning and end of each term, as designated by the Head Teacher, to whom the Teaching Assistant is responsible (Deputy Head in their absence).

Salary

The School has its own competitive salary which is reviewed annually. A Workplace Pension Scheme is available to all staff.

Safeguarding and Child Protection

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

Please send by post or email a completed and signed application form, along with any administrative enquiries, to hr@eatonhouseschools.com.

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Jessica Morse, at hr@eatonhouseschools.com or on 0207 924 6000.

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 school's child protection officer or to the Headteacher.