|  |
| --- |
| \\internal.boxhillschool.com\profiles\Homedrives\Maggie.Lawrence\Sigs, header, footers etc\New Logo\BHSNewLogoRGB (2).gif**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
| **Summary of the role:** | **Job Title:** Teaching Assistant**Location:** Mickleham, Dorking, Surrey |
|  |  |
| **Main duties and responsibilities:** | **Your Professional Duties**You are expected to act in accordance with the aims, policies and administrative procedures of the School. The following duties shall be deemed to be included in the professional duties which you will be required to perform:Primarily a Gap Assistant is an assistant teacher and is expected to take on this role in a professional manner. You will need to be flexible, willing in your approach, and energetic in your outlook, as we are an active school.You will be provided with a set of Gap Assistant’s uniform/sportswear, which you should use for your day-to-day duties. You will also require a smart suit for major school functions and formal occasions.**You You will be expected to be in school at 8.05 am each day****Specific Duties and Responsibilities**1. **School Aims:**
* Supporting the implementation of the school aims and policies through the work of the library.
1. **Teaching:**
* To assist with the teaching of lessons and PSP cover as allocated on the timetable and directed by the member of staff responsible for the class. The majority of your time will most probably be within the department best suited to your main area of expertise. You will however, be attached also to other departments and classes depending on your interests and enthusiasms.
1. **Activities:**
* To supervise/assist in the supervision of activities as allocated on the Staff Activities list;
* To be responsible for the distribution of equipment at the start and its collection at the end of activities each day;
* To ensure that the pavilion is locked and secured at the end of

 activities each day. 1. **Evening Activities:**
* To assist with the supervision of the junior Boarders evening activity between 6.30 and 7.30pm on Monday to Thursday evenings as per the termly rota and to cover House Duties as required and directed by the Head of Boarding.
1. **Cover:**
* To cover Houses for duty staff on evenings when school functions require staff to be absent from prep duty.
* To cover lessons as necessary and as required and directed by the Deputy Headmaster.
1. **Weekend Duties:**
* To assist with these at weekends as required by the weekend activities coordinator.
1. **Expeditions:**
* To act as assistants on the junior expeditions in September and June of each year as required by the Director of Outdoor Education.
1. **Equipment:**
* To assist in the maintenance and checking of sports and outdoor education equipment as directed by the Head of P.E.
* To prepare match bags and kit for teams prior to matches and

 ensure their delivery to the school laundry on return.1. **Miscellaneous:**
* To perform any other duties reasonably requested by the Headmaster or Deputy Head.

 **Professional Standards:*** Support the aims and ethos of the school.
* Treat all members of the school community with respect and consideration.
* Treat all students fairly, consistently and without prejudice.
* Set a good example to students in terms of appropriate dress, punctuality and attendance.
* Take responsibility for matters relating to health and safety.
 |
| **Students:** | Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. |