Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. Situated in beautiful parkland surroundings approximately one mile outside Banbury, the school has been well resourced over recent years. Departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+ and 13+ with a few girls entering at 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results – over the last three years (2014–16) the girls have achieved 80.1% A*– B grades at A Level and 66.9% A*/A grades at GCSE with 100% achieving 5A*–C including English, Mathematics and Science.

All staff are involved in the boarding life of the school, supporting life in the boarding house and co-curricular activities. The school has an Anglican foundation and all staff are expected to support the Christian ethos.

The school 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 & Barring Service.

TEACHING ASSISTANT
(MEMBER OF LEARNING SUPPORT DEPARTMENT)

The Learning Support Department comprises one full-time Head of Department and four part-time teachers. There are also three part-time members of staff who offer support for students with particular difficulties in Mathematics. The purpose of this Teaching Assistant role is to assist a year 10 student with a serious visual impairment access the sciences and mathematics at GCSE level.

Personal Qualities Required

All teaching staff are expected to:

- be a positive, professional role model inspiring pupils to achieve the highest standards;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the education and welfare of young people;
- have good ICT skills;
- have a natural ability to get on with, support, understand and command the respect of girls aged 11-18;
- be in sympathy with the Christian ethos of the school;
- have a strong work ethic;
- be committed to the full boarding ethos of the school;
- be able to support and extend the co-curricular life of the school;
- be an ambassador for Tudor Hall at all times.

Teaching and Learning

Assisting a pupil with a serious visual impairment in lessons by:

- supporting the teacher in adapting materials to ensure that the pupil is able to access the key points of a lesson and achieve the objectives set for her, as far as possible independently;
- supporting the delivery of learning by providing direct support as agreed with the teacher;
- supporting the pupil in participating in class teaching activities;
- using praise, assistance and encouragement to motivate her and to help her stay on task;
- supporting the pupil's understanding of any follow-up tasks set by the teacher;
- taking lesson notes from the board, where required, to support her understanding and inclusion;
- overseeing the pupil's work in practical activities where safety is a consideration;
- providing constructive feedback to the teacher on how the pupil has responded to the lesson;
- discussing with the teacher any difficulties experienced in providing the support the pupil needed;
- providing information on how well the pupil is engaging in the lesson and any difficulties she appears to be experiencing;
- supporting the use of technology to promote the pupil's learning;
- checking that any equipment used by the pupil is functioning properly and taking steps to ensure any problems with equipment are dealt with as quickly as possible;
- promptly informing the teacher if there are any problems;
- supporting the pupil in the use of technology, and encouraging her to use the equipment independently;
- supporting positive behaviour, giving praise and encouragement as appropriate to build confidence and self-esteem;
- encouraging the pupil to evaluate her own progress and to take an active part in reviews of her progress, when appropriate;
- supporting teaching staff and the SENCO to discharge their responsibility in involving parents by providing information on the pupil's engagement with learning and interactions with other pupils.

General

- reporting termly to parents in writing, completing them by the published deadlines;
- supporting the school's Rewards and Sanctions policy;
- ensuring appropriate standards of behaviour of the pupils in their care at all times;
- maintaining an attractive teaching environment, reporting any problems concerning buildings or equipment;
- attending all functions and meetings as are appropriate to the role including whole school events, Inset, Parents' Meetings and events, Departmental Meetings and Staff Meetings;
- adhering to Health and Safety regulations at all times;
- undertaking any tasks required by the Head of Department that are reasonable;
- undertaking any other duties as may reasonably be required by the Headmistress.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

TERMS & CONDITIONS AS PER EMPLOYMENT CONTRACT

Post: Teaching Assistant

Hours: During school terms the employee shall work full-time hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of his/her duties.

Salary: Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year. Next salary review 1st September 2018.

Probation Period: Six Months

Holidays: The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may be working days.

Pension: All employees are auto-enrolled into a pension scheme after three months' service.

Retirement: The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.

Sick Pay: In the absence from duty owing to illness, salary will be paid for the following periods:

i. In the first three months of service – 7 days
ii. In the first year of service, after three months – 4 weeks
iii. After the first complete year of service – 8 weeks

Notice: Your employment may be terminated: by you giving the School not less than four weeks' written notice terminating your employment; by the School giving you written notice of termination of employment as follows: during the first four years of continuous employment not less than four weeks' notice; during the fifth to twelfth years of continuous employment not less than one week's notice for each complete year of continuous service; after twelve years of continuous employment not less than twelve weeks' notice.

Benefits: Free meals when available, 60% day fee pupil discount at Carrdus School and 60% day fee pupil discount at Tudor Hall (pro rata for part-time staff).

Application Process:

A covering letter summarising your suitability for the post along with the completed application form should reach the Deputy Headmistress, Mrs Clare Macro, by Wednesday 15 November 2017. Interviews will take place during the week commencing 20 November 2017.

Applications to be sent by post to: J Lewis, Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: pa2bursar@tudorhallschool.com.