**JOB DESCRIPTION**

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| **Position:** | **Teaching Assistant – Part time. 0.5** |
| **Responsible to:** | **Head of Preparatory School** |
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| **Role:** | **The post will involve working closely with the pupils and staff in areas of pastoral and curriculum matters, providing support.** |
| **Responsible for:** | **Pupil and staff support in the Preparatory School.** |

**ACCOUNTABILITIES and KEY TASKS**

1. **The efficient day to day support in the classroom**

* Hearing pupils read and changing books from the reading scheme as necessary. To keep a log of any readers heard and books changed.
  + To support groups or individuals in the classroom as directed by the class teacher.
  + To produce resources to assist with the teaching of pupils as directed by the class teacher.
  + To report any concerns to the class teacher regarding progress and the work completed.
  + To carry out any additional task deemed reasonable by the class teacher.
  + To supporting and supervise educational games, sports and craft activities.
  + To help out with class trips.

1. **The support of individual pupils**
   * Working with pupils on any individual needs and programmes of study, such as, Toe-by-Toe, Power of 2, etc.
   * To liaise with the class teacher regarding individual work completed.
   * To support in test/examination situations as necessary, eg as a reader, scribe, etc.
2. **Pastoral**

* To supervise pupils in the playground, taking into account any whole school Health and Safety procedures.
* Keeping details of any playground incidents and reporting these to the necessary staff.

**Job Requirements**

* GCSE or Equivalent qualification in English and Mathematics at Grade C or above, now level 9 – 4.
* Teaching Assistant or other relevant qualification
* Experience of working with children in an educational setting in particular meeting the needs of children who may face barriers to learning.
* Experienced in sound behaviour management techniques.
* Is able to work as a member of a class team to support planned lessons.
* Has the ability to relate well to children.
* Good time management and organisational skills.
* Experience in pastoral support with children.

**FURTHER DUTIES**

To carry out any additional task deemed reasonable by the Head of Preparatory School or Head of School

**About St. Dominic’s Grammar School:**

We are a 4-18 leading Independent School. Our staff are dedicated and committed to providing the best educational experiences including personal and social development programmes, as well as the core curriculum: developing successful learners who can make a positive contribution to, and are prepared for, their future working lives.

We are passionate about making a difference, having a positive impact, delivering high quality teaching and learning, and achievement for all. Pupils are taught in small groups, which allows us to provide bespoke support packages and interventions for everyone. We pride ourselves in knowing each pupil, therefore, tailoring our approach and support appropriately. We thrive off helping our pupils achieve their goals and celebrate their success.

With the highest of expectations, our dedicated and skilled team create an environment where pupils are happy, challenged and successful.

We warmly welcome an informal visit or a conversation prior to application.  Please contact Mrs Tillett – [stillett@sdgschool.co.uk](mailto:stillett@sdgschool.co.uk) for application form or apply via TES.

Please be advised, as part of due diligence checks, online searches will be carried out on shortlisted candidates.

**Safeguarding Information**

St. Dominic’s Grammar School is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.

St. Dominic’s is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.