



COOMBE HOUSE
SCHOOL

Teaching Assistant

Contract Type:	Permanent
Hours:	Full Time
Salary:	pro-rata of £21,968 - £24,054
DBS Disclosure Level:	Enhanced
Reports To:	Senior Leadership
Role Purpose:	To carry out a range of negotiated classroom duties and work in partnership with classroom teachers, providing support for curriculum programmes and guiding young people to overcome their barriers to learning.
Key Responsibilities:	<ul style="list-style-type: none">• Using curriculum programmes developed in partnership with teachers to support the education of groups of students• Plan, prepare, and deliver structured and agreed learning activities with teachers, differentiating activities for the needs of the students• To provide support for after school classes regularly and holiday classes for up to 5 days in an academic year• To support disadvantaged students to help 'narrow the gap'• To provide feedback to students in relation to progress and achievement• To work with teachers to establish an appropriate learning environment• To establish productive working relationships with students, acting as a role model and setting high expectations• To promote the inclusion and acceptance of all students within the classroom and encourage students to interact and work cooperatively with others and engage all students in activities• To promote independence and employ strategies to recognise and reward achievement or self-reliance• To be responsible for keeping and updating records as agreed with class teachers and/or relevant line manager• To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour• To help support in the administration of assessments and tests including invigilation of exams/tests• To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher• To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students

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	<ul style="list-style-type: none">• To supervise students on visits, trips and out of hours learning activities as required which fall within the remit and hours of the post• To contribute to the wider life of the school and company.• To contribute to the induction of new students as appropriate• To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the school and company• To undertake any necessary professional development, taking full advantage of any relevant training and development available• To undergo appropriate training in order to develop skills for the post• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example• Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty• To continue personal development as agreed• To actively engage in the staff, review, and development• To carry out break / lunch duties
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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PERSON SPECIFICATION

Criteria	Qualities	Essential/Desirable	
Qualifications & Experience	1. GCSE Maths and English Grade C/5 and above, or equivalent	E	
	2. Honour's degree or equivalent	D	
Skills & Knowledge	3. Experience of working with young people (this may be in a paid or voluntary position)	E	
	4. Working within an educational environment	E	
	5. Desire to become a teacher or develop career within education	D	
	6. Knowledge of current issues in education	E	
	7. Knowledge of one of the following: a core or foundation subject at A level or above); TEFL/EAL issues	D	
	8. An understanding of the role played by adults in safeguarding young people.	E	
	9. Able to build relationships with young people and adults	E	
	10. Confidence, skills, and ability to lead groups of students	E	
	11. Confidence in supporting students with their literacy and numeracy	E	
	12. Excellent organisational & administrative skills	E	
	13. Excellent oral and written communication skills	E	
	14. Effective use of ICT to support learning	E	
	15. Accuracy and attention to detail	E	
	16. An ability to communicate effectively with the full range of stakeholders.	E	
	17. Excellent presentation skills	E	
	18. Sensitivity to the varying needs of young people	E	
	19. Able to maintain the strictest confidentiality and integrity always	E	
	Personal Attributes	20. Commitment to the safeguarding of children and young people	E
		21. Resilience	E
22. Flexible and adaptable		E	
23. Can do attitude		E	
24. Able to use initiative		E	
25. Good role model		E	
26. Willingness to participate in the wider life of the school, including acting as a coach to a group of students and providing study support outside school hours		E	

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