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Moon Hall School, Reigate

Teaching Assistant – Senior School

mainstream curriculum, coeducational, 7-16 years

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**Summary of the Role:**

**Job Title:** Teaching Assistant

**Responsible to:** Headteacher**/**SENCo

**Hours:** Full or part time – term time only

**Salary:** Commensurate with qualifications and experience

**Purpose:** To support the School and SEN department in all aspects of their support of our pupils

**Key Tasks:**

To support pupils’ learning in class, small groups or individually**,** predominately in the Senior school for Key Stage 3 and 4, undertaking associated pastoral and administrative duties and general responsibilities as agreed with the Headteacher.

# Key Responsibilities:

* Maintaingood order in the classroom and around the school with due regard to the school’s policy on behaviour and discipline
* Assist with break time and lunch time duties
* Provide a good role model for pupils
* Safeguard the health and safetyof self, pupils and others in accordance with the school’s Health and Safety Policy.

**Specific duties include:**

* Assist the Class Teacher(s) with
  + providing for the educational and social development of pupils
  + the delivery of individualised specialist dyslexia learning programs and monitoring pupil progress
  + differentiation within activities so that all children are able to develop their full potential.
* Work 1:1 with pupils on individual programs as directed by the teacher/SENCo
* Provide support for individual students inside and outside the classroom to enable them to fully participate in activities, including directed 1:1 support and listening to reading
* Provide other pastoral care and support to the pupils as required, raising their self-esteem and expectations
* Work with other professionals, such as speech therapists and occupational therapists, as necessary
* Assist class teachers with maintaining student and other classroom records
* Be trained to administer basic First Aid
* Be available to support pupils in formal examinations within the school as a a reader or a scribe

**Administration**

* Prepare and present displays of students’ work
* Help to keep classrooms tidy
* Support class teachers in photocopying and other tasks in order to support teaching
* Attend team and staff meetings relating to the curriculum, administration, and organisation as requested
* Undertake a share of other school duties as may reasonably be requested by the Headteacher; general, administrative, supervisory

**Standards**

* Promote the ethos and aims of the school to pupils, parents and other external organisations
* Set a good example in terms of dress, punctuality and attendance
* Adhere to all school policies, including commitment to promoting equal opportunities
* Safeguard the health and safety of self and others and comply with the school’s Health and Safety Policy
* Promote and safeguard the welfare of all pupils that you come in contact with
* Maintain high professional standards and maintain positive relationships with colleagues, pupils and parents

**Duty of personal development**

* Maintain an interest in dyslexia and participate in dyslexia training as required for CPD
* Participation in INSET provision within the school
* Attendance on external courses if so requested by the Headteacher

***This Job Description is not exhaustive and may be subject to change as the school’s needs develop or change***.