



Job Title:	Teaching Assistant
Salary	£9.08 per hour
Various Positions:	Are you interested in becoming a Teaching Assistant?
<p>Main Purpose of the Job:</p> <p>We often have TA positions arising in both Senior and Prep school. If you are interested please complete an application form.</p>	
<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Supporting students with particular needs as required, working with them individually and when they are in a group. • Helping teachers to with learning activities and completion of records. • Supporting teachers in management of the class. • Helping with outings and sports events. • Taking part in training. • Carrying out administrative tasks. 	
<p>Skills and Experience:</p> <ul style="list-style-type: none"> • Strong team player with personal skills, able to react to changing, sometimes pressured circumstances with tact and a calm and a professional manner • Flexible, motivated, enthusiastic, well organised, efficient and willing to use initiative • Experience of working with young people • Suitable to work with children and knowledge of child protection (a current DBS Check will be carried out). • An up to date knowledge of relevant Health and Safety Regulations • Trained in first aid/willingness to undertake first aid training 	
<p>Competencies: You (should/are)</p> <p><u>Composure</u></p>	



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Be cool under pressure: not become defensive or irritated when times are tough; considered mature; be counted on to hold things together during tough times; can handle stress; are not knocked off balance by the unexpected; do not show frustration when resisted or blocked; a settling influence in a crisis.

Action Oriented

Enjoy working hard; are action oriented and full of energy for the things you see as challenging; not fearful of acting with a minimum of planning; seize more opportunities than others.

Directing Others

Be good at establishing clear directions; set stretching objectives; distribute the workload appropriately; lay out work in a well-planned and organised manner; maintain two-way dialogue with others on work and results; bring out the best in people; are a clear communicator.

Organising

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; use resources effectively and efficiently; arrange information and files in a useful manner.

Listening

Practise attentive and active listening; have the patience to hear people out; can accurately restate the opinions of others even when you disagree with them.

Understanding Others

Understand why groups do what they do; pick up the sense of the group in terms of positions, intentions, and needs; what they value and how to motivate them; can predict what groups will do across different situations.

Problem Solving

Use rigorous logic and methods to solve difficult problems with effective solutions; probe all fruitful sources for answers; can see hidden problems; are excellent at honest analysis; look beyond the obvious and do not stop at the first answer.

Technical Learning



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Pick up on technical things quickly; willing to learn new skills and gain new knowledge; are good at learning new skills, or technical knowledge; do well in technical courses and seminars.

Initiative

Do more than is required or expected in the job; do things that no one has requested that will improve or enhance our education or other services, avoid problems, or develop entrepreneurial opportunities. Plan ahead for upcoming problems or opportunities and take appropriate action.

Priority Setting

Spend your time and the time of others on what's important; quickly zeroing in on the critical few matters and put the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminate roadblocks; create focus.