



Solefield School

JOB DESCRIPTION

Teaching Assistant – Maths & English (part-time / temporary)

Objective

To support the Heads of Maths and English in ensuring that pupils in Years 4 – 8 at Solefield achieve highly in Maths and English, regardless of their ability. This will include ensuring that our most able students are challenged and providing support up to 13+ scholarship level. Classroom assistants play a key role in the implementation of the curriculum and this role is directly responsible to the Head of Learning Development and the Headmaster.

Hours of work:

Hours to be agreed with the successful candidate. Mondays, Tuesdays and Thursdays, term time only.

Any requests for any periods of time off work should be made to the Headmaster.

Teaching Assistants should be available for 2 days before the start of each term and sometimes for 2 days at the end of a term.

Occasionally Teaching Assistants may be asked to cover for the teacher in an emergency or in case of sickness. If this period exceeds 24 hours the Teaching Assistant will be entitled to financial remuneration.

The duties of the post holder are set out below:

- Assisting the teaching staff in the classroom
- Preparation work such as photocopying, setting up equipment and tidying
- Organising and putting up displays
- Maintain an orderly and organised environment
- Helping with computer work
- Giving individual support to pupils with specific needs, including the more able
- Help with Open Days
- Break and lunch duties, including the administering of minor first aid and recording of accidents / incidents
- Assisting on school trips
- Covering the teacher for short periods of time in an emergency
- Attending INSET and twilight sessions as required
- Attending Speech Day, church services and other events which may occur outside normal working hours
- Such other tasks as the Head or a teacher may reasonably assign

Person Specification:

- A caring, enthusiastic, team player with good communication skills.
- Ability to support up to 13+ scholarship level.

- Experience in a similar setting and appropriate qualifications would be an advantage.

This job description is subject to review in line with the developing needs of the school.

Please refer to the Solefield School website for our Recruitment Policy and Safeguarding and Child Protection Policy – www.solefieldschool.org

Solefield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child safeguarding screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service check.

Dougal Philps
Headmaster
September 2017