



**Teaching Assistant - Upper/Secondary School**

**£13,934 (FTE £22,368)**

**30 hours a week**

**Start date: asap**

**Closing date: until filled**

### Teaching Assistant

Thank you for your interest in the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

Term time only

Contract type: 30 hours a week. Permanent

Salary: £13,934 (FTE £22,368)

Start date: asap

### Application process

To apply for this role you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically through the website with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

### General Information

#### Safeguarding Children / Child Protection

You will work in accordance with Michael Hall School policies and procedures for safeguarding vulnerable children.

#### Equal Opportunities

As a member of staff at Michael Hall School, you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including children, relatives and staff, are treated equally in line with the Equal Opportunities Policy.

- This job description is not exhaustive. You may be asked to undertake any other similar duties if required.
- This job description may be reviewed and altered in the light of changed service needs and following discussion with the post holder.
- Michael Hall School employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.
- The post holder will be required to comply with all internal policies and procedures
- Michael Hall School is an equal opportunities employer and the post holder will be expected to promote this in all aspects of work

## Job Description

**Role:** Teaching Assistant

### **Purpose of the job**

- To undertake learning support duties and assist the class teacher in meeting the day to day needs of the pupils in our Upper School classes
- To support the class teacher with the delivery of the curriculum, including preparation of resources
- To provide additional support for the welfare of children within the class
- To respond to the pupils' needs, enabling them to make good progress in their learning
- To supervise pupils during break and lunchtimes

### **General Duties**

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enhancement, including extra-curricular activities and off-site visits
- Support other members of the curriculum area and students as appropriate
- Review your own professional development and maintain professional standards
- Carry out any other such duties as the post holder may reasonably be required to do



**Person Specification**

	Essential	Desirable
A proven record of forming good working relationships with children and colleagues	✓	
Committed individual with an interest in Steiner Waldorf education	✓	
Self-motivated and imaginative	✓	
Ability to communicate effectively with colleagues and parents	✓	
Flexible and positive attitude to work	✓	
Capacity to deliver the curriculum in an artistic and creative manner	✓	
Previous classroom assistant experience in an Upper or Secondary School		✓
First Aid at Work Certificate		✓
Knowledge/Qualification in Steiner Waldorf education		✓