

Moon Hall School Reigate

Teaching Assistant

From January 2019

mainstream curriculum, coeducational, 7-16 years



Summary of the Role:

Job Title:	Teaching Assistant in a dyslexia provision
Responsible to:	Headmistress and SENCo
Hours:	Full time/Part time permanent; hours to be discussed at interview
Salary:	Competitive, commensurate with qualifications and experience

Key Responsibilities:

- **Support** pupils' learning in class, small groups or individually, predominately in the senior school, undertaking associated pastoral and administrative duties and general responsibilities as agreed with the Headmistress
- **Maintain** good 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 safety** of self, pupils and others in accordance with the school's Health and Safety Policy.

Specific duties include:

Teaching

- 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

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 Headmistress; 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 Headmistress

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