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**Mount Grace School  
Church Road  
Potters Bar  
Hertfordshire  
EN6 1EZ**

**Tel: 01707 655512**

**Job Description – Teaching Assistant//Library & Learning Resource Co-ordinator**

**Line Manager**: SENCO/Head of English & MFL

**Hours**: Full Time (37 hours per week), term time plus one week (INSET), working 8.00am – 4.00pm Monday - Thursday, 8.00am – 3.30pm Friday (with 30 minute- break)

To facilitate a library service on designated lunchtime, the jobholder may be required to take their 30 minute break in either Period 4 or Period 5 on certain days (between 12.20pm-13.20pm or 2pm-3pm depending on demands of the timetable)

**Pay**: H4 + London Fringe Allowance (FTE £914) (pro rata)

**Purpose**: To provide essential support to our SEN pupils with learning difficulties, behavioural, social and physical disabilities. You will build positive relationships with pupils to promote interaction and a constructive learning environment as well as assist the class teacher and with learning activities. You will also have the opportunity to assist in the planning and delivery of lessons in a very creative and positive setting.

To facilitate a basic library service at designated times throughout the week.

**Responsibilities**

* Liaise with teaching staff regarding differentiation
* Feedback and liaise with HoL / departments
* Support designated students in class by clarifying instructions, questions and tasks
* Keep students on task and encourage students to participate in class discussion / oral tasks
* Oversee the safe use of equipment
* Assist with recording homework
* Assist in the Oasis as directed by the teacher / SENCO / Assistant SENCO
* Maintain Confidentiality regarding students’ personal details and classroom practice
* Provide basic equipment to SEND students
* Develop a positive relationship of trust with the student
* Refer student academic or emotional difficulties to the Assistant SENCO in the first instance
* Report CP concerns to the DSP
* Assist with homework club as directed
* Create stimulating and safe learning environments.
* Undertake administrative tasks within department
* Support the process of collecting and collating reports
* Invigilate public examinations
* Provide registration cover for absent teachers
* Support the operation of the school behavioural system at department level by administering relevant paperwork and systems
* Responsible for providing and managing the Library/Learning Resource Centre before and after school (at designated times)
* Set up systems which ensure the library operates efficiently on a day-today basis

**Desired Qualifications**

* Essential: GCSE Mathematics and English at grade C minimum and computer literacy with a willingness to train to use school systems
* Desirable: 2 A levels or equivalent
* Note: Previous post holders with degrees have gone on to train as teachers
* Our ideal candidate will have a maths A Level, and be willing to specialise in this area, however we will consider other specialists and applications from those who feel able to assist in all subject areas

**Personal Qualities:**

* Honesty and integrity
* Drive and determination
* Initiative and flexibility
* Commitment to the aims of Mount Grace and secure best value

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| **This Job Description is not a comprehensive definition of the post.**  **It is to be reviewed and updated annually** |