



**Mount Grace School  
Church Road  
Potters Bar  
Hertfordshire  
EN6 1EZ  
Tel: 01707 655512**

## **Job Description - Teaching Assistant**

**Line Manager:** SENCo

**Hours:** Full Time/Part Time (min 12 and max 30 hours per week), term time plus one week (INSET), working 8.20am – 3.20pm (with one-hour break)

**Pay:** H4 + London Fringe Allowance £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.

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

## **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

#### **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

#### **Personal Qualities:**

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

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