HORNSBY HOUSE
SCHOOL

Job Description and Person Specification
for
Gap/Teaching Assistants

Teaching and Learning:

- Working with classes in a variety of lessons, helping to develop the children's understanding appropriately of that subject
- Provide support for individual pupils inside and outside the classroom to enable them to participate fully in activities
- Listen to children reading and keep records of children's progress
- Assist P.E. staff by setting up sport drills and supervise these drills to ensure that the children are performing them correctly

Administrative Duties and General Requirements:

- Assist class teachers in photocopying and other tasks in order to support teaching and prepare lessons
- Gather resources as directed by Class Teachers to guarantee the lesson operates as planned
- Undertake other duties, as the Class Teacher requires e.g. creating displays of children's work
- Take part in the supervision of pupils at playtime and lunchtime
- Accompany staff and children on school outings / swimming
- Hours of work 8am - 5.15pm (Monday to Thursday) and 8am – 4pm (Friday). You may also have the opportunity to take on extra paid work helping with Supper Club which runs from 5.15pm – 6pm Monday – Friday). Owls (3.45pm – 5.15pm every Friday) and/or being a chaperone on the school bus service in the morning/evening.
- Assist with school events and productions

Person Specification:

The successful candidate will have excellent and efficient organisation skills and be:

- Enthusiastic and hardworking
- Have some experience of working with primary school age children (this is desirable but not essential)
- Reliable and punctual
- Strong IT skills
- Committed to safeguarding and promoting the welfare and wellbeing of pupils
- A good sense of humour
- Good interpersonal skills with adults and children