

**JOB DESCRIPTION
TEACHING ASSISTANT**

JOB TITLE: Teaching Assistant

REPORTING TO: Head of Key Stage

JOB PURPOSE: To provide a high standard of care to Pupils and Parents in the Pre Prep, and assist the Teacher-in-Charge

KEY RESPONSIBILITIES:

- To assist and support staff in lesson preparation, delivery of lessons, observation of pupils and other administrative duties
- To record formal/informal observations of children
- To prepare pupils for outside activities
- To support in the supervision of pupils throughout the day including outside play time and lunchtime
- To assist in all educational activities
- To prepare and assist in the planning of sport activities including swimming
- To assist pupils with toileting if required
- To be friendly, informative and well-organised
- To work in a clean, tidy and organised environment both inside and outside the building
- To be professional at all times and deal with any matter methodically
- To assist with the routine operation of the class on a daily basis
- To attend staff meetings, INSET training and training courses as required
- To carry out general duties as required
- To ensure that appropriate Health and Safety, risk assessment and hygiene procedures are implemented
- To work in accordance with Dumpton School policies
- To understand Safeguarding Children and report any concerns or observations to the Designated Safeguarding Lead

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Headmaster

**PERSON SPECIFICATION
TEACHING ASSISTANT**

ESSENTIAL ATTRIBUTES:

- NVQ level 3 in Children's Care or teaching qualification
- Good standard of education
- Proven team working ability
- Strong communication skills
- Enthusiasm

DESIRABLE ATTRIBUTES:

- Previous experience in Early Years Education
- Ability to act on own initiative
- Proven interpersonal skills

FURTHER INFORMATION:

- Based at Dumpton School, Wimborne, Dorset.
- The successful candidate will be expected to work Monday to Friday, 8.15am to 4.30pm.
- Applicants must undergo an enhanced Disclosure and Barring Scheme check.
- The School must be in receipt of two work references before employment can commence.
- The successful candidate is not expected to work during school holiday periods other than INSET training.
- The salary for this position is £13741 per annum

RETURN APPLICATIONS:

- **VIA EMAIL TO:** l.chaffey@dumpton.com
- **BY POST TO:** Lerryn Chaffey, Headmaster's PA, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** 12 noon on Friday 23 June
- **INTERVIEWS:** These are likely to take place during the week commencing Monday 26 June
- We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.