



Job Description

Job Title:	Teaching Assistant
Salary:	£22,186 FTE (£17,020 pro rata) + DOYRMS Allowance £6,337 per annum
Reports to:	SEND Coordinator

Job Purpose

As a Teaching Assistant, you will play a vital role in supporting our dedicated teachers and staff in nurturing the academic and personal growth of our students. This position offers a unique opportunity to contribute to a vibrant, historic institution, committed to producing well-rounded and responsible future leaders. Working closely with our SEND Coordinator, you will deliver in-class support, working with students on an individual and small-group basis. You will assist teachers in delivering planned activities, organising resources to guide intervention work and providing feedback on student's progress. Alongside the Teaching Assistant role, the successful candidate will be required to play an active role in boarding School life, including Tutoring responsibilities and a contribution to our co-curricular programme.

Key Duties and Responsibilities

Working with Students

- Promote inclusion, acceptance, and support for students needing extra help, including those with behavioural or organisational difficulties.
- Encourage independence and participation, reward self-reliance, and provide feedback on progress and achievement.

Supporting the Curriculum

- Deliver planned activities and local/national learning strategies under the guidance of the teacher/SENCo.
- Simplify language for students and support teachers in lesson planning, organising resources for interventions.
- Use ICT to support learning, monitor progress on behaviour and assist with assessments and resource modification.

Supporting Students with Special Educational Needs

- Contribute to mapping, target setting, and strategy dissemination; check understanding and analyse student information.
- Liaise with Houses and SENCo, attend review meetings, student case conferences, and gather information.
- Participate in staff briefings, SEND meetings, training days, and parental consultations.

Safeguarding

- Understand SEND legislation, key School documents, and the School's safeguarding and child protection policy.
- Recognise child abuse, know your duty to refer, and ensure familiarity with safeguarding practices.



House Tutor

- Responsible for the welfare of a tutor group of students within an allocated Boarding House.
- Monitor the academic, behaviour, and general progress of students in their tutor group by liaising with other teaching staff and informing the Housemaster/mistress.
- Tutors should mentor their tutees regularly, supporting academic and pastoral care. This includes supporting with Tutor reports and liaising with parents under the direction of the Housemaster/mistress.
- On a duty day to:
 - Lunch with students of the House.
 - Take supper and then supervise the House for the Housemaster/mistress until responsibility is handed over later in the evening
 - Monitor prep time pro-actively to promote academic excellence and achievement.
- To take responsibility for the House on a maximum of 12 weekend days throughout the academic year as required by the Housemaster/mistress.
- To assist the Housemaster/mistress, as agreed, in organising and running social, sporting, or other House activities for the students in the House.
- To attend pastoral team meetings and case conferences as required by the Housemaster/mistress.
- To carry out any new tasks the Vice Principal (Pastoral) or a member of the Senior Leadership Team (SLT) may request through the Housemaster/mistress, after consultation and mutual agreement.

Key Experience and Skills

Essential

- GCSE in English and Maths at Grade 4, coupled with experience in building positive relationships with young people.
- Strong commitment to safeguarding children and young people.

Desirable

- School environment experience with a focus on understanding of how children learn and employing positive behaviour management strategies.
- Strong written and oral communication skills for effective stakeholder liaison, coupled with excellent organisational and administrative abilities.
- Proficiency in ICT, including Microsoft 365 and SIMS, with sensitivity to the diverse educational needs of young people.
- Understanding of supporting students in a boarding environment and familiarity with military values.
- Possession of a Level 4 or higher qualification relevant to the role.

Skills and Personal Qualities

- Strong team player with flexibility, initiative, and a commitment to actively participate in the broader school community. Commitment to personal and professional development.

**Health & Safety**

Personal responsibility for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personal responsibility for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

Personal responsibility for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.