



# Hulme Hall Grammar School

## Teaching Assistant Job Description

### The School

Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 200 pupils on roll, from Pre-School to aged 16. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes in combination with excellent teaching, lead to consistently good examination results.

The Governors are seeking to appoint **two** committed and enthusiastic Teaching Assistants. The first post-holder will join our existing Enrichment Team and work with children in the Senior School at Key Stage 3 and Key Stage 4. The second post-holder will work specifically in our Junior Learning Centre (JLC), with a small group of pupils at Key Stage 2. This second post is a two-term maternity cover. **Candidates should indicate on their application which post interests them, or if they wish to be considered for both.**

The successful candidates will be highly motivated and able to use effective strategies to promote positive attitudes to learning. They will be fully committed to supporting children and have the ability to enthuse and inspire. They will have high expectations of the children in their care, both in terms of attainment and behaviour and they will behave in a positive and professional manner at all times. They will also be able to work within a team environment.

### Main purpose of the job:

- To support teaching and learning activities across the school
- To support pupil groups ensuring high expectations and progress with the curriculum including pupils with SEND and / or an EHCP
- To be responsible for the pastoral care / supervision of children

### Major Duties and Responsibilities:

1. To support, assist & supervise the children under the direction of the class teacher
2. To administer intervention programmes and maintain records of impact
3. To participate in the planning process as directed by the class teacher
4. To provide assistance in the development of learning resources within the school
5. To undertake first aid duties and attend to unwell children as necessary
6. To administer any medications as specified in EHCPs
7. To provide support for all professionals delivering teaching
8. To provide clerical assistance as necessary e.g. maintaining records
9. To promote safeguarding and the welfare of children

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## Job Activities:

1. To assist in the planning, recording and implementation of the curriculum for pupils, including those with SEND and / or an EHCP
2. To work with the class teacher in lesson planning, and reshaping work as appropriate
3. To deliver directed task activities and provide written and oral feedback to children
4. To monitor and evaluate the child's learning and provide feedback to the teacher
5. To facilitate positive interactions between the child and peers
6. To prepare resources
7. To assist with supervision during educational visits
8. To attend to the personal needs of pupils including pupils with an EHCP
9. To provide support for children with special educational needs including assistance generally
10. To liaise sensitively with parents under the direction of the class teacher
11. To be an integral part of the school and work in partnership with all staff on a curriculum team, developing subject expertise
12. To implement the school behaviour policy
13. To undertake break time and lunch time activities as timetabled

**Please also see the Person Specification for this role, which is contained in a separate document.**

Applications are welcome from a diverse range of backgrounds and factors such as skin colour, gender, race, nationality, ethnic origin, religious faith or any other protected characteristic will NOT be taken into account in the selection procedure.

## Conditions of Service:

A competitive salary and benefits package will be discussed at interview.

## Application Procedure:

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Headmaster, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to The Headmaster's Secretary, Mrs Cooke, at: [d.cooke@hulmehallschool.org](mailto:d.cooke@hulmehallschool.org)

**Closing date for applications:** Thursday 20<sup>th</sup> June at 4.30pm.

**Interviews:** Scheduled to take place during the week beginning Monday 24<sup>th</sup> June.

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