



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 160 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 a committed and enthusiastic Teaching Assistant. The 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 post is for one year in the first instance from October 2020.

The successful candidate will be highly motivated and able to use effective strategies to promote positive attitudes to learning. You will be fully committed to supporting children and have the ability to enthuse and inspire. You will have high expectations of the children in your care, both in terms of attainment and behaviour and will always behave in a positive and professional manner. You 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 and 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 aid 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

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:

Salary will be circa £12,500 per annum (actual salary).

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 emailed to The Headmaster's Secretary, Mrs Cooke, at: d.cooke@hulmehallschool.org

Closing date for applications: Wednesday 30th September at 4.00pm.

Interviews are scheduled to take place during the week beginning Monday 5th October.