



Wimbledon College

Teaching Support Assistant

Post: Teaching Support Assistant
Contract: Permanent
Salary: NJC Scale 5 SCP 12-15
Hours: 40 weeks of the year for 35 hours per week.
Line Manager: Deputy Head (Higher Line)
Location: Wimbledon College, Edge Hill, London SW19 4NS

Job Description

Main purpose of post

To undertake the role of providing classroom supervision for absent teachers, providing support for teachers in their daily work such as assisting with preparation of resources, setting up classroom displays and general administration support for a department or faculty.

Working with the PE & Games Department, supporting the teachers and pupils in all sports related activities, both in school and away at fixtures and on trips.

Duties and responsibilities

1) Support of Teaching and Learning

- a) To undertake cover, providing classroom supervision in the absence of a teacher
- b) To lead sport and activity sessions
- c) To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- d) Provide detailed verbal and written feedback on progress, pupil responses to learning activities and pupil behaviour to teachers.
- e) Encourage students to interact and engage all students in activities
- f) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop, recognise and responding to their individual needs

- g) Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- h) Organise and safely manage the appropriate learning environment and ordering of resources
- i) Promote and reinforce pupil's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- j) Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- k) Organise and collate work for absent students
- l) Administer and invigilate exams/tests.

2) Mentoring, Supervision and Development

- a) Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- b) Support and guide other less experienced learning support assistants' work in the classroom when required and lead training for learning support assistants.
- c) To improve own practice, including through observation, evaluation and discussion with colleagues.

3) Behavioural and Pastoral

- a) To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour
- b) Demonstrate and promote the positive values, attitudes and behaviour. Establish productive working relationships with students, acting as a role model and setting high expectations
- c) Record and use strategies to recognise and reward achievement and positive behaviour.
- d) Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable
- e) Understand and implement school child protection procedures and comply with legal responsibilities.
- f) Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys

4) Administration

- a) Providing administrative support for teachers in their daily work including preparing resources and photocopying
- b) Setting up displays of pupils' work
- c) Cataloguing, preparing, issuing and maintaining equipment and materials
- d) Stocktaking and ordering resources

- e) Co-ordinate Saturday Music School and peripatetic Music timetable with staff and pupils and tutees
- f) Assisting the Heads of Departments with administrative tasks
- g) Liaising with support staff within the school and with external agencies where required

5) Supporting the School

- a) To participate in relevant in-service training and actively seek other learning activities
- b) To attend and participate in meetings as required.
- c) To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- d) Recognise own strengths and areas of expertise and use these to advise and support others.
- e) To comply with school policies and procedures. Including safeguarding, health, safety and data security. Reporting any concerns to an appropriate person.
- f) To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
- g) To undertake other appropriate tasks as directed by line managers or the Head Master.

Standard hours are Monday to Friday 8am to 4pm (with one hour unpaid break/lunch) subject to variance to allow for busy periods. The post holder will be expected to work 10 days outside pupil term time this will include 3 or 4 INSET days, 4 days at the end of August and the remaining 2/3 days at other times of the year, this may include extended days in busy seasons. Attendance at evening meetings and events may be required.

Person Specification

Qualifications and Experience

- Demonstrable levels of high standards of literacy and numeracy (e.g. GCSE A*-C in Mathematics or English).
- A minimum of two years' experience of working with children is desirable but not essential (either paid or unpaid capacity) preferably in a secondary education setting.
- Experience of delivering sport coaching (Desirable)

Knowledge, skills and abilities

- You will have good interpersonal and organisation skills
- You will be able to communicate effectively both orally and in writing
- Sound IT skills to support learning and maintain electronic information.
- Have a good knowledge / working experience of a range of sports

Personal attributes

- Able to form and maintain appropriate professional relationships and boundaries with children and young people.
- Ability and willingness to work constructively as part of a team.
- Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
- The ability to encourage and inspire young people through sport
- Ability to deal with sensitive information in a confidential manner.
- Ability to help children and young people to transfer their learning to other parts of their lives.
- Ability to provide a good role model to young pupils.
- Ability to use own initiative and work flexibly.
- You will have energy, enthusiasm, flexibility and determination to succeed
- You will have a strong commitment to your own Continuous Professional Development
- Supportive of the Jesuit ethos of the school