

Job Description and Person Specification: Teaching Assistant KS3/KS4



Durlston Prep and Senior School is situated in a wonderful location in Barton-on-Sea on the edge of the New Forest. The School was founded in 1903, and now, it is a leading independent school for ages 2–16, which develops happy, confident and successful children.



Introduction

Our purpose is to provide an exceptional education in an environment where each child is properly known by all members of staff. It is the quality of the relationship between our staff and children that makes Durlston such a very special place to learn and grow. Our small class sizes and 'family feel' ensure that we truly know the children.

Durlston has a long standing reputation for all-round educational excellence - combining academic, creative and sporting opportunities with the pastoral support to help our children grow in ability and confidence and to ultimately achieve their very best. We focus on good manners and behaviour whilst promoting ever

evolving tailor-made challenges for each child. Our highly committed staff genuinely enjoy encouraging the mindset and skills that will enable all to flourish now and post-Durlston.

We are thrilled that we can now offer children the opportunity to continue their education at Durlston through to Year 11 and to GCSE examinations. It is an exciting time for Durlston and we are delighted that you are interested to find out more about joining our team.

Richard May
Headmaster





Educational Excellence from 2–16

Learning in Durlston Pre-Prep is vibrant, interactive and fun. Small class sizes with high adult ratios ensure that every child is nurtured – socially and academically. The children have a myriad of opportunities and develop confidence, perseverance and resilience in the classroom and in music, sport, drama and Forest School.

In Middle Prep, children continue to make amazing progress inside and outside the classroom. They are encouraged to participate in the range of new and exciting experiences such as: starting a band; learning to sail; growing vegetables in the Middle Prep Garden; representing the school in a team, and the list goes on.

Children in Upper Prep and Senior School continue to grow with Durlston confidence as they are supported and challenged by our highly dedicated, specialist staff team. We are exceptionally proud of the high level of pastoral care; pupils have space to grow, retain a sense of fun and above all else enjoy being at school, forming friendships and respectful relationships.

We are blessed with fantastic facilities but we are proud of our outstanding teachers that will help each child to reach their potential. It is the relationship between staff and pupils that makes a Durlston education so unique.

“Durlston creates an infectious culture of fun, learning and achievement.”

– Durlston Parent –





Job Description

Job Description for Teaching Assistant (KS3+)/Learning Mentor

Reports to: SENCO / Head of Seniors

Required to start in September 2024

Durlston is expanding over the next two years to incorporate GCSE's into our curriculum with our first Year 10 cohort starting in September 2024 and each year the school will organically grow until our first GCSE examinations in the summer of 2026.

We are looking for an outstanding Learning Mentor (Teaching Assistant) who will be responsible for supporting a specific subject stream in the curriculum including English, Maths and Science. We are ideally looking for candidates to work between 30 and 40 hours per week, term time only. We are looking for candidates who can strike the right balance of supporting each pupil, either on a one-to-one basis, small groups or alongside the class teacher along with having a strong emphasis on pastoral care to support our growing young adults. Although some aspects of this role will be to help children with identified needs, we envisage this role to be so much more, supporting all children and abilities.

Specific requirements of the role are as follows:

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher; support and monitor specific individual pupils in periods when they are required to undertake remote learning.
- Support individual pupils with identified needs to access learning by modifying learning materials and resources and becoming familiar with relevant software programmes for SEND pupils where required.
- Support pupils to understand instructions and support independent learning as well as the inclusion of all pupils.
- Support the teacher in behavior management and keeping on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher and/or SEN Manager as appropriate.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality and report all concerns to your line manager or SENCO.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfill its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure continuing professional development.
- Invigilate exams and tests when necessary.



Person Specification



	Essential	Desirable
Qualifications / Skills	<ul style="list-style-type: none"> NVQ3 or equivalent qualification Outstanding verbal communication skills Love of working with young adults Ability to apply behavior management policies and strategies, which contribute to a purposeful learning environment. 	<ul style="list-style-type: none"> NVQ4+ Skilled at using visual aids and/or Makaton Paediatric First Aid IT literate
Experience	<ul style="list-style-type: none"> Knowledge and practical experience of the KS3 curriculum Understanding and experience of pastoral care in young adults Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations. 	<ul style="list-style-type: none"> Knowledge and practical experience of the KS4 curriculum Experience of working with children with additional needs
Health	<ul style="list-style-type: none"> Good general state of health 	
Personal qualities	<ul style="list-style-type: none"> Friendly Nurturing Courteous Empathetic Punctual Team player Flexible Sense of humour Energy and enthusiasm Hard working 	

“Pupils develop high levels of self-understanding, growing into confident, resilient young people who are prepared to take risks, and have huge determination to succeed.

Pupils demonstrate high levels of success... in an extremely wide variety of activities including in the creative and performing arts and sport.”

– Independent Schools Inspectorate –



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