

### Job Description

<b>Job Title:</b>	Teaching Assistant (Part Time)
<b>Hours of Work:</b>	16 hours per week term time only. Monday to Friday with some Saturday mornings and one evening per week until 18:30.
<b>Department:</b>	Skills
<b>Accountable to:</b>	Head of Skills
<b>Number of direct reports:</b>	0
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Stowe
<b>Purpose of the role:</b>	To support pupils in mainstream classrooms and in small group tutoring situations.

#### The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

#### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our

best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

**Key Tasks:**

- To support pupils within classes under the guidance of the teacher
- To work with students in a small group under the guidance of the teacher.
- To help students in a one to one situation.
- To help in the running of prep clubs and homework clubs

**1 Teaching and learning**

- 1.1 To assist in the educational development of pupils under the direction and guidance of the Head of Skills and class teachers
- 1.2 To assist in the setting up and implementation of individual programmes for students and help monitor their progress
- 1.3 To provide support for individual students to enable them to fully participate in activities
- 1.4 To be willing to work with a small group of students under the guidance of the class teacher.
- 1.5 To have a proactive approach to help students succeed in their learning
- 1.6 To assist with the development of support materials
- 1.7 To work with other professionals, such as speech therapists and occupational therapists, as necessary
- 1.8 To assist class teachers with maintaining student records
- 1.9 To assist with exams, including invigilation, or exam access arrangements as required.
- 1.10 To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks.
- 1.11 To aid pupils with a physical disability where necessary.

**2 Administrative duties**

- 2.1 To undertake duties from time to time as the Head of Skills requires
- 2.2 To assist in the organisation and administration of exams for pupils with specific needs

**3 Standards and quality assurance**

- 3.1 To support the aims and ethos of the school
- 3.2 To set a good example in terms of dress, punctuality and attendance
- 3.3 To attend team and staff meetings

3.4	To undertake professional duties that may be reasonably assigned by the Head of Skills for example attend meetings with parents as required.
3.5	To be proactive in matters relating to health and safety
3.6	To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
3.7	To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to A level standard</li> </ul>	
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>Some knowledge of the GCSE curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with individuals or groups to improve learning skills</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Positive attitude which will encourage confidence and growth mindset in pupils</li> <li>Approachable personality</li> </ul>	<ul style="list-style-type: none"> <li>Resilience</li> </ul>
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: May 2024</b>		

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of XXXX we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5