



HORRIS HILL  
SCHOOL

**TEACHING ASSISTANT**  
**Maternity cover**

<b>Job Title:</b>	High Level Teaching Assistant (maternity cover)
<b>Reports To:</b>	Head of Lower School
<b>Working Time:</b>	Full time - 40 weeks per annum
<b>Salary:</b>	£24,000 - £26,000 per annum
<b>Start Date:</b>	June 2024
<b>Qualifications:</b>	HLTA Qualified or equivalent

**Main Duties and Responsibilities:**

- Contribute to planning and curriculum delivery to ensure that they are highly effective practitioners.
- To provide a stimulating and challenging environment, where each child is given the opportunity to perform to the very best of their ability.
- To assess their academic and social needs and to meet those needs as far as is possible within the classroom situation.
- To work with the parallel teacher to ensure that planning and delivery of lessons achieve a consistently high standard.
- To follow school assessment and monitoring procedures tracking progress, complete records and reports as required.
- To play a pro-active role in the development and implementation of the ICT in a range of curricular subjects.
- To organise, in conjunction with parallel teacher, termly trips for children in your year group that have a curricular forum.
- To follow an IEP for children on the 'Special Needs Register', if appropriate.
- To supervise and organise class assemblies, charity events and other class activities when required.
- To eat lunch with the children and supervise.
- To work collaboratively with staff to develop whole department policies.
- To follow guidelines, policies and school philosophy as laid out in the Staff Handbook.
- To attend meetings and INSET courses and keep up to date with current educational issues.
- To take an active part in extra-curricular activities, attend concerts, plays and other whole school events and to participate fully in general school life.
- To share supervisory duties at morning and lunch break and at the end of the day on a rota basis.
- To cover for absent colleagues, on occasion, during non-contact periods.
- To participate in the duties which are part and parcel of a child's school, break-time, lunch, after school care and activities.

## Person Specification

- Have high expectations of pupils with a commitment to helping them fulfil their potential
- Establish fair, respectful, trusting, supportive and constructive relationships with pupils
- Demonstrate the positive values, attitudes and behaviour they expect from pupils
- Communicate effectively and sensitively with pupils, colleagues, parents and carers both orally and written
- Recognise and respect the contribution that parents and carers can make to the development and well-being of pupils
- Demonstrate commitment to collaborative and cooperative working with colleagues
- Improve their own knowledge and practice including responding to advice and feedback.

## Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

## Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies). Please submit applications to [p.bright@horrishill.com](mailto:p.bright@horrishill.com)

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

**Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.**

## Further Information

If you require any further information please don't hesitate to contact the school office on 01635 40594 or email [office@horrishill.com](mailto:office@horrishill.com).