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| \\internal.boxhillschool.com\profiles\Homedrives\Maggie.Lawrence\Sigs, header, footers etc\New Logo\BHSNewLogoRGB (2).gif**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
| **Summary of the role:** | **Job Title Teaching Assistant - Hockey Specialism** **Location:** Mickleham, Dorking, Surrey**Reporting Line:** Assistant Head Academic and Assistant Head Pastoral **Hours:** Full time, with extracurricular activities and duties. 40 plus hours week**You will be expected to be in school at 8.05 am each day during term time. Lunch will be provided when on duty.**There will be one full 24-hour period off during the week as well as other time off which is dependent on schedule.  |
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| **Main duties and responsibilities:** | **Your Professional Duties**As a Teaching Assistant, you will be considered as a formal member of staff and will have access to all staff facilities. You will be expected to show leadership qualities and be a role model to students and to develop appropriate relationships with both staff and students. Each Teaching Assistant’s timetable consists of supporting the boarding community as well as assisting different departments across the school there will be a sizeable commitment to the PE Department. **A Hockey Specialism would be desirable.**Primarily a Teaching Assistant is an assistant teacher and is expected to take on this role in a professional manner. You will need to be flexible and willing in your approach and also energetic in your outlook as we are an active school.You will be provided with a set of uniform/sportswear that you should use for your day-to-day duties. You will also require a smart suit for major school functions and formal occasions.**There may be accommodation available for the right candidate.**You are expected to act in accordance with the aims, policies and administrative procedures of the School. The following duties shall be deemed to be included in the professional duties which you will be required to perform:**You Specific Duties and Responsibilities****School Aims:*** Supporting the implementation of the school aims and policies through the work of the library.
* Set an example with appearance.
* Have an enthusiastic approach to work and activities and be prepared to learn new skills and get involved fully in school life.
* Be prepared to take initiative
* Undertake any reasonable duties required by your line managers
* Report any concerns regarding a student immediately.

**Teaching:*** To support the teaching of lessons as allocated on the timetable and directed by the member of staff responsible for the class including;
* Classroom support
* Organise extra-curricular activities
* Administration work
* Organise equipment for activities or lessons
* Help supervise students on school trips

**Activities:*** To supervise/assist in the supervision of activities as allocated on the Staff Activities list;
* To be responsible for the distribution of equipment at the start and its collection at the end of activities each day;
* To ensure that the pavilion is locked and secured at the end of

 activities each day. **Evening Activities:*** To assist with the supervision of Junior Prep between 5.00 and 6.40pm on Monday to Thursday evenings as per the termly rota and to cover House Duties as required and directed by the Assistant Head Pastoral.
* To help cover the Sports Hall for Boarders Activities.

**Cover:** * To cover Houses for duty staff on evenings when school functions require staff to be absent from prep duty.
* To cover lessons as necessary and as required and directed by the Deputy Head Academic.

**Boarders Outings:** * To assist with these at weekends as required by the Assistant Head Pastoral.

**Expeditions:*** To act as assistants on the junior expeditions in September and June of each year as required by the Director of Outdoor Education.

**Equipment:*** To assist in the maintenance and checking of sports and outdoor education equipment as directed by the Head of P.E.
* To prepare match bags and kit for teams prior to matches and

 ensure their delivery to the school laundry on return.**Miscellaneous:** * To be responsible for locking the pavilion changing area and offices belonging to the sports department at the end of each school day.
* To be responsible for locking up the Sports Hall as and when required.
* To perform any other duties reasonably requested by your Line Manager, Headmaster or Deputy Heads Pastoral and Academic.

 **Professional Standards:*** Support the aims and ethos of the school.
* Treat all members of the school community with respect and consideration.
* Treat all students fairly, consistently and without prejudice.
* Set a good example to students in terms of appropriate dress, punctuality and attendance.
* Take responsibility for matters relating to health and safety.
* Attend all professional development days
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| **Students:** | Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. |