



DUMPTON SCHOOL WIMBORNE

Student Teaching Assistant

JOB DESCRIPTION

JOB TITLE: Student Teaching Assistant
REPORTING TO: Senior Deputy Head (Pastoral and Operations)
JOB PURPOSE: To provide a high level of support to Pupils, Staff and Parents

KEY RESPONSIBILITIES:

- To assist and support staff in lesson preparation, delivery of lessons and other administrative duties
- To support in the supervision of pupils throughout the day
- To prepare and assist in the planning of sport activities
- To participate in sports, PE and hobby activities
- To be friendly, informative and well-organised
- To work in a clean, tidy and organised environment
- To be professional at all times and deal with any matter methodically
- To assist with the routine operation of the School on a daily basis
- To assist colleagues at pupil break times
- To carry out general duties as required
- To ensure that appropriate Health and Safety and hygiene procedures are implemented
- To understand Safeguarding Children and report any concerns or observations to the Designated Safeguarding Lead

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Headmaster

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES:

- Good standard of education
- Proven team working ability
- Strong communication skills
- Ability to act on own initiative
- Proven interpersonal skills
- Enthusiasm

DESIRABLE ATTRIBUTES:

- Previous experience working with young people
- Knowledge and experience in coaching cricket, rugby, netball, football, rounder's, athletics and hockey

FURTHER INFORMATION:

- Based at Dumpton School, Wimborne, Dorset
- The Student Teaching Assistant will work from 8.15am until 4.30pm Monday to Friday except Wednesday (sports) and Friday (hobbies) where the day ends at 5.45pm
- Applicants must undergo a DBS enhanced check before employment can commence
- The Student Teaching Assistant is not expected to work during school holiday periods
- Fixed term contract from September 2022 to July 2023

APPLICATION:

- **VISIT:** www.dumpton.com/vacancies for an application form
- **VIA EMAIL TO:** recruitment@dumpton.com
- **TELEPHONE:** 01202 843942
- **BY POST TO:** Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** Monday 6 June 2022