



DUMPTON SCHOOL

WIMBORNE

'Home to Growth and Learning'

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 a particular pupil at Dumpton School

KEY RESPONSIBILITIES:

- To assist and support a particular child throughout the school week, supporting both their academic and pastoral development
- To work with teaching staff to support effectively within lessons across a range of subjects
- To communicate with staff and parents regularly about progress, successes, and areas for development
- To participate in sports and PE activities
- To be friendly, informative and well-organised
- 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 supervise from a distance at pupil break and lunch 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

Student Teaching Assistant

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 - particularly Key Stage 2 (age 7-11)
- 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
- 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 January 2022 to July 2022

APPLICATION:

- **VISIT:** www.dumpton.com/vacancies for an application form
- **VIA EMAIL TO:** recruitment@dumpton.com
- **TELEPHONE:** 01202 843942
- **BY POST TO:** The Headmaster, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** As soon as possible
- **START DATE:** January 2022