



JOB DESCRIPTION: Student Teaching Assistant

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 (from Nursery to year 8 - we will allocate based on skill set).
- To support in the supervision of pupils throughout the day
- To prepare and assist in the planning of sports activities
- To assist or run sports, performing arts or hobbies (clubs) activities
- 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 Student Teaching Assistant

ESSENTIAL ATTRIBUTES:

- Friendly, enthusiastic and well-organised
- Professional
- Good standard of education
- Proven team working ability
- Strong communication skills
- Ability to act on own initiative
- Proven interpersonal skills
- Enthusiasm



DUMPTON SCHOOL

WIMBORNE

'Home to Growth and Learning'

DESIRABLE ATTRIBUTES:

- Previous experience working with young people
- Knowledge and experience in coaching any of the following: hockey, cricket, football, rugby, netball and athletics.
- Knowledge and experience in skills that are useful in schools: performing arts, outdoor pursuits, camping, hobbies

FURTHER INFORMATION:

- Based at Dumpton School, Wimborne, Dorset
- The Student Teaching Assistant will work from 8.15am until 4.30pm for two days a week except Wednesday (sports), Thursday (hobbies) and another day (tbc) where the day ends at 5.45pm
- The Student Teaching Assistant is not expected to work during school holiday periods
- Fixed term contract from September 2023 to July 2024

APPLICATION:

- **VISIT:** www.dumpton.com/vacancies for an application form
- Our application form must be completed and returned to us.
- **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:** Friday 3rd February 2023
- **INTERVIEWS:** Week commencing Monday 6th February 2023

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Dumpton School
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