



THORNTON



**Teaching Assistant**  
**(including Lunchtime and After School**  
**Supervision)**  
**Job Description**

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 560 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of a wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Most recently, the school received 'Excellent' in all areas in its most ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

## Job Description:

The Teaching Assistant and Supervisor is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. He/she will be expected to assist classroom teachers and Heads of Department/Provision as necessary and to contribute to the supervision of pupils outside during lunchtime and in the EYFS provision after school.

The Teaching Assistant and Supervisor will contribute to the spiritual, academic, social and personal development of each student and seek to ensure that each student achieves her potential. [He/she] will have a key role in assisting others to raise academic standards and contributing to the life of the school. The quality and standard of learning and progress in the School depends on the inspiration, dynamism, guidance and example of the staff.

## Key Responsibilities:

### Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

### Within the Learning Development Department

- To support colleagues, to ensure good working relationships and to contribute to the work of the department.
- To provide in-class support in order to help designated students, usually those on Stages of Assessment, access the curriculum, under the direction of the subject teacher and feedback information to the teacher/ Head of Learning Development.
- To support students with personal care where required and undergo any relevant training for this role.
- Be aware of students needs to ensure all students have equal access to opportunities to learn and develop.
- To support students in small groups or individually in lessons under the direction of the class teacher and/or Head of Learning Development.
- Work with other professionals for example, speech and language therapists and occupational therapists, as necessary.
- Keep accurate records about students as directed by the Head of Learning Development.
- To contribute to the monitoring and evaluation of the students' learning in liaison with the subject teacher and/ or Head of Learning Development.
- To encourage and expect the highest standard of work from students.
- To support the subject teacher in behaviour management and keeping students on task.
- To use ICT skills in the preparation of Individual Education Plans, the SEN Register and the paperwork generated through Annual Review meetings, Departmental meetings and review meetings.
- To gather information and attend SEN review meetings as required.
- To prepare resource materials for use in Learning Development Department and lessons. Ensure timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/ curriculum/ lesson plans etc.

- Demonstrate and assist others in safe and effective use of specialist equipment/ materials.
- To help with assessments as directed by the classroom teacher and/or Head of Learning Development. This may include invigilation/ reading/ scribing during internal and external examinations in accordance with exam board rules and attend any training needed to carry out this role
- To attend weekly Learning Development team meetings.
- To order materials for use in Learning Development and to help carry out an audit of resources at the end of the academic year as directed by the Head of Learning Development.
- To carry out specific tasks mutually agreed within the department.
- To take part in staff development, INSET and training programmes on a regular basis to further professional development.
- To share and disseminate specific training and good practice to other department members.
- To contribute to departmental displays.
- To respect confidentiality at all times.
- To co-operate fully, as appropriate, in parental contact and keep accurate records of that contact.
- To be fully aware of and observe the school's Safeguarding and Health & Safety Policy.
- To understand and apply school policies.
- To take part in the wider life of the school.
- To facilitate and administer interventions needed outside of lessons as directed by the Head of Learning Development

### Supervision

- To supervise students outside during the period of lunchtime, 12pm – 2pm. This may include the whole school staff quad and field area, the EYFS area, and/or inside dining supervisions.
- To work alongside the Pre Reception practitioner to supervise students who remain in after-school care. This will include supporting students with their reading and other such homework tasks as well as supervising safe play.

### Safeguarding

- To promote and safeguard the welfare of students and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

### Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable staff duties as required.
- To attend all meetings as required and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the School, supporting and assisting at events; including but not limited to concerts shows, the Christmas Fayre and the School Fete.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To represent the department at Open Days.

**All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School. Job Descriptions are subject to annual review.**