



Teaching Assistant 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.

The School is part of a wider Jesus and Mary Trust that educates young people in 30 countries across the world. It is set within 27 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 students 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.

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. Our 2024 CSE Inspection judged the school to be 'Outstanding' in all areas and our most recent (2025) ISI Inspection commented positively on the 'rapid' academic progress made by students across the school and the high levels of self-esteem and self-confidence evident in the student body. We are accredited by both NACE and the British Council (International Schools Award) and in 2025 was shortlisted as Independent Girls School of the Year.

Job Description:

The Teaching Assistant is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. The Teaching Assistant will work closely with classroom teachers, Heads of Department, and the Learning Development team to ensure that all students receive the support they need to make progress in line with their individual abilities and needs. The successful candidate will contribute to delivering high-quality experiences and assist in implementing support strategies. Alongside this, the Teaching Assistant will undertake a range of supervisory duties at various time, including outdoor supervision and activities.

This position is predominantly in the Senior School but will be assisting in the EYFS/Prep School if and when required.

The hours are:

35 hours per week, 41 weeks per year.

- 9am – 4.15pm (2 days per week) Tuesday and either Thursday or Friday
- 9am – 5.30pm (3 days per week – Monday, Wednesday and either Thursday or Friday)

(with 20 minute morning break and 30–40-minute lunch break as arranged with SENCo- breaks are unpaid)

Key Responsibilities:

Spiritual

- To work with colleagues to 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 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.
- To be aware of students needs and 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.
- To work with other professionals for example, speech and language therapists and occupational therapists, as necessary.
- To 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 support the SENCO with administrative tasks such as gathering and collating information for annual reviews and exam access arrangements 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.
- To 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 assist with assessments of students as part of the admissions process and provide feedback when required
- To attend weekly Learning Development team meetings.
- To help carry out an audit of resources at the end of the academic year as directed by the Head of Learning Development.
- 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 oversee the Fun and Friendship Club at lunchtime and any other clubs as directed by the department
- To facilitate and administer interventions needed outside of lessons as directed by the Head of Learning Development
- To carry out supervisory duties as required. These may include morning break and/or lunchtime supervisory duties, as well as duties in the EYFS setting.

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, 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.

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