



CLAYESMORE

D O R S E T

Job Title	Gap Teaching Assistant (Senior School)
Responsible to	Senior School Secretary

Role Overview

Clayesmore employs a number of TAs annually, and they are accommodated in The Business School Flat in the centre of the campus. TAs usually have one day off per week.

Responsibilities and Duties

- Assisting the Senior School Secretary with administration duties, such as parents' meetings, photocopying and laminating
- Assisting the School Office with administration and social functions
- Registration – one TA will be trained as a registration assistant
- Supervising the library during break
- Attending concerts, discos, social functions as required by the Deputy Heads
- Assisting with girls' games
- Accompanying field trips as necessary
- Sunday Outings (occasionally as female cover, but only when accompanied by full time member of staff)
- Battlefields Trip (not as female cover)
- TAs are attached to a house to help them to belong and to integrate. They may help with tuck and assist the House Staff with other duties. They should feel they belong to the house.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

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(Job Holder)

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(Human Resources Manager)

Date:

Date:

Date reviewed : **February 2019**

Reviewed by : **Deputy Head Pastoral / Senior School Secretary**

Clayesmore School is an Equal Opportunities Employer