



# MOUNT HOUSE SCHOOL

INSPIRING EVERY INDIVIDUAL



## Teaching Assistant Part- Time (Term time)

Immediate Start

## About Mount House School



### **Co-educational excellence, where everyone is known, cherished and challenged.**

Mount House is a small school with a highly nurturing environment in Barnet, North London. With a maximum of sixty students in each year group, it gives every student a chance to participate and shine in a whole range of academic and co-curricular areas.

In September 2020 our new Head Sarah Richardson joined Mount House and from her previous role as Deputy Head of the Perse School in Cambridge.

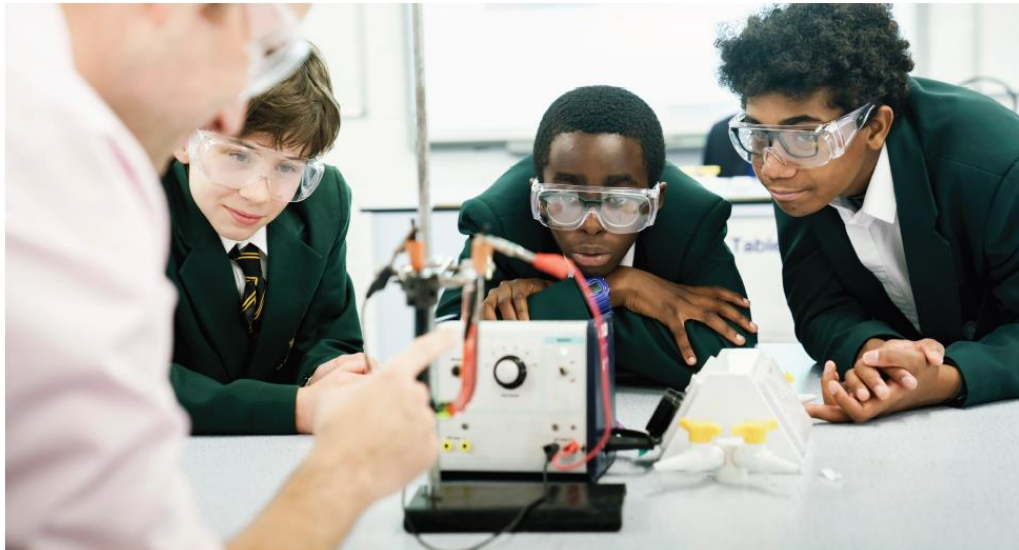
The Mount House school building is a stunning Georgian house set in a green and leafy corner of London opposite Hadley Common. Offering a countryside feel whilst still being close to train and tube stations is a really beneficial aspect of the school's location. The rare combination of being a small school in an idyllic location close to central London allows our students to gain confidence whilst realising all the incredible opportunities the city has to offer.

Education has been the main purpose of this beautiful building and its grounds since 1940 when Mount House became the Architectural Association School during the war and subsequently St Martha's Catholic Girls School. In 2018 the transition to co-education was implemented and Mount House School was established. In September 2022 Mount House became fully co-educational.

Mount House focus on the whole child: academic, extra-curricular and pastoral. We encourage students to work hard, and to develop their intellectual and creative curiosity. We encourage students to ask for help and to be kind in all their interactions with others. We also place great emphasis on the 'all-round' education of our students, and the creative arts, music and sport all play an important part role in school life. Pastoral care is truly exceptional at Mount House, and central in

delivering that care are tutors working with small groups of students, enhanced by a supportive and enjoyably competitive House system in which all students participate.

A 'small is beautiful' ethos is the magic ingredient at Mount House, where every student is well known and supported to reach their true potential and where among the staff there is a close community feel and a supportive, collegiate atmosphere.



## **Our Values. At Mount House we A S P I R E to be:**

**Adaptable:** prepared for life and in our future careers.

**Supportive:** a community with a strong sense of belonging in a safe, caring, inclusive and happy environment, in which everyone feels valued.

**Principled:** the importance of being a responsible citizen, developing an awareness of, and contributing to, both the local and broader community.

**Inquisitive:** developing a high degree of intellectual curiosity, beyond subject knowledge and high academic achievement, fostering a life-long love of learning.

**Resilient:** developing a growth mindset, being capable of taking knocks with a can-do attitude.

**Excellent:** aiming for excellence and to make the best even better.

### **Mount House Characteristics**

1. **A SMALL CO-EDUCATIONAL** day school. Mount House is committed to maintaining small class sizes.
2. Strong **ACADEMIC PERFORMANCE**. All the teachers at Mount House are experienced, highly qualified professionals with a strong track record of success. Mount House has produced excellent, and rapidly improving, public examination results in recent years.
3. A school to **MAXIMISE POTENTIAL**. At Mount House every child is motivated, enthused and supported to maximise their highest academic potential.
4. A school that is serious about **ART, DRAMA, MUSIC & SPORT**. Art, drama and music promote individuality, personality, self-confidence, self-discipline and team work.
5. A school that fosters **INDIVIDUALITY AND SELF-CONFIDENCE**. At Mount House we recognise that each student is unique and our aim is to encourage and develop this individuality, whilst nurturing any talents and building upon them.
6. A school that prepares students for the **WORLD OF WORK**. A Mount House education extends beyond the confines of the classroom. Our 'skills for the future' programme begins as students join us in Form 1 and continues until they leave us.
7. A school with **OUTSTANDING PASTORAL CARE**. Mount House caters for those of all faiths and none. Its environment fosters mutual respect and tolerance. Mount House instils a sense of right and wrong and promotes excellent behaviour in all areas of school life.

**Position: Teaching Assistant****The Role**

Mount House School are looking to appoint a Teaching Assistant to provide 1:1 pastoral and academic support to a male student in Year 10 who is undertaking their GCSE's. We welcome professionals from a special or mainstream background with experience of working with children with specific learning difficulties. We are looking for someone with excellent interpersonal skills in supporting our students.

**General Duties:****Support individual students by:**

- Attending lessons where support is required. While in-class support will primarily focus on one student, the successful candidate will also be expected to take the initiative and help other students in the class as required.
- Work 1:1 with individual students, reviewing classwork to support their understanding and knowledge as well as supporting them with homework.
- Undertaking activities with individuals, groups, or a class of children to facilitate their physical, emotional and educational development within a safe environment.
- Engaging with students through shared passions and interests, including art, food tech and history.
- Working to establish a supportive relationship with the children and parents concerned to facilitate effective communication and partnership between school and home.
- Carrying out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the children's understanding.
- Encouraging acceptance and inclusion of the child with special needs to support achievement and development.
- Monitoring and reporting on student progress and adapt support strategies as needed.
- Promoting and reinforcing the child's self-esteem and encourage the child to maximise their achievement and development.

**Support the school by:**

- Being aware of the school's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
- Assisting with out of school activities such as open days, school performances etc. Carrying out the duties of classroom assistants and teaching assistants detailed below (general key tasks) as required or directed.
- Contributing to behaviour management of pupils in accordance with the school policy and guidance.
- Work within the framework of the school's agreed policies and procedures.

**General Key Tasks**

- Attend staff meetings and school inset days as required by the Head.
- Provide general care and welfare for children.
- Collaborate with teachers and other staff members to ensure cohesive support strategies are in place.

- The following list of tasks is indicative of the generic tasks which Teaching Assistants may be routinely expected to do. This is not intended to be an exclusive or exhaustive list.
  - Monitoring and recording absences
  - Photocopying
  - Classroom displays
  - Processing exam results
  - Collating pupil reports
  - Administering examinations
  - Invigilating examinations
  - Administering teaching cover
  - Ordering supplies and equipment
  - Stock taking
  - Cataloguing, preparing, issuing and maintaining equipment and materials
  - Managing an inputting pupil data

**We would like you to have:**

- Strong inter-personal skills and a sense of humour
- A good understanding of the GCSE curriculum
- A passion for working with others and a willingness to go the extra mile
- A commitment to your own professional development
- An understanding of the challenges faced by students with ADHD and autism, and a willingness to enhance your own professional knowledge to support them.

**Salary:** £19,000pa (Pro-rata)

**Start Date:** this position is available for immediate start, subject to the successful candidate's availability.

**Working hours:** 17.5 Hours per week (approx.) (36 weeks per year)

If you are committed to making a difference in students' lives and are excited about this rewarding opportunity, we would love to hear from you.

Further details about the role and how to apply can be found at:  
<https://www.mounthouse.org.uk/vacancies/>

Please e-mail application forms with a supporting statement to [careers@mounthouse.org.uk](mailto:careers@mounthouse.org.uk)

The closing date for applications is 09:00 am on Friday 28th March 2025.

Please note that CVs alone will not be accepted and we reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date.

Successful candidates will be contacted to arrange an interview.

Mount House School is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

**Pension:**

Subject to meeting the qualifying conditions all Admin Staff are automatically enrolled in our work place pension scheme, currently provided by Scottish Widows. Mount House matches the employee contribution up to a maximum of 7.5% of your salary.

**School fee remission:**

Staff fee remission is granted in accordance with the provision at the time of commencing employment at Mount House School

**Meals:**

In term time Staff are provided with lunch in the School Dining Room.

**Pre-Employment Vetting Checks:**

It is a condition of employment at Mount House School that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

**Safeguarding Children:**

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and / or DSL.