

Role Profile

Teaching

Assistant

Location: Hastings School

Function/Department: Classroom

Non-teaching

Reporting To: Head of Primary

Thriving Schools. Inspiring Futures. Hastings Schools

Welcome to our school

1415 students | 56 nationalities | 6 sites | 1 school

Our school

Whilst in the last two years our graduates leave to attend many of the best universities around the world including; University of Cambridge, Imperial College London, UCL, Duke University, University of Edinburgh, King's College London, KU Leuven, LSE, University of St Andrews & Delft University of Technology to but name a few.

We want students of all ages to enjoy their educational journey at Hastings starting from their first day at school. We want them to fulfil their academic potential and develop the knowledge, understanding, skills and attributes they will need in the future.

We utilize a series of learning habits as part of our learner power approach. These habits are Collaboration, Creativity, Curiosity, Empathy, Reflection, Resilience, Responsibility and Thinking.

At Hastings, as part of the Cognita group of schools, we explicitly design our approach to education to help students develop these attributes and emerge ready to thrive in a rapidly evolving world.

This is a remarkable time to join a remarkable school.



Our Identity

Hastings School, founded in 1971, serves students aged 2-18, from a diverse community and is nestled in the heart of Madrid, Spain. We are a prestigious, premium international school, within the Cognita family of schools. Our holistic educational approach delivers outstanding academic results.

Our Purpose

We prepare young people to succeed and thrive in a rapidly evolving world.

Our Vision

We aspire to be the leading premium school in Spain.

Our Aims and Values

We aim for students to

be **CARING** towards each other, themselves and feel valued by their teachers.

be **CURIOUS** and passionate about the pursuit of knowledge and understanding and the development of skills and values.

develop the attributes through the Hastings Learner Habits that give them every chance to fulfil their potential and to be **SUCCESSFUL** at school, university and in life.

become **GLOBALLY MINDED**, multi-lingual young people who are culturally and emotionally intelligent, and help create a more just and sustainable world.

Location

Where you'll be working

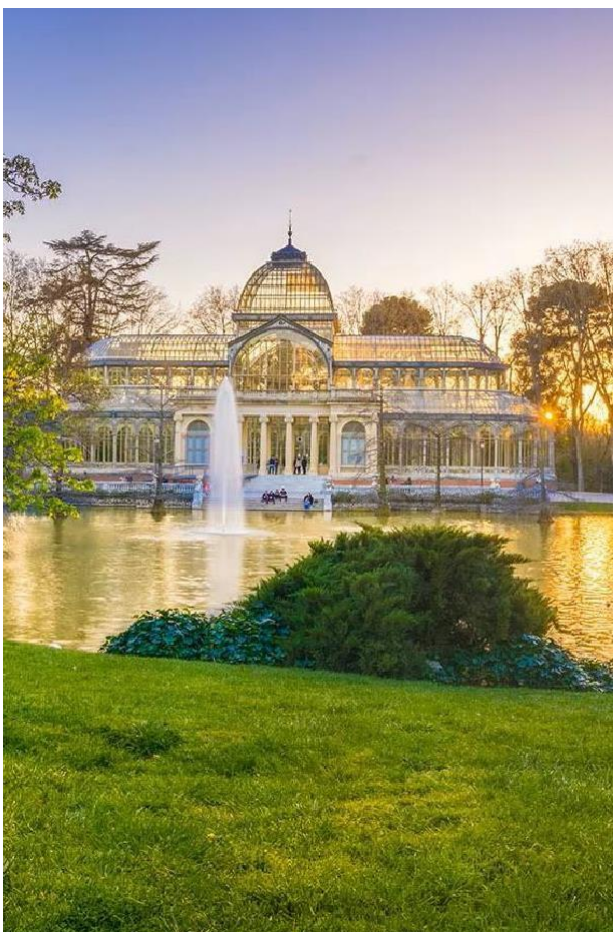
Your new role brings you to Madrid, Spain's capital. A vibrant, cosmopolitan city with inhabitants out and about at every hour of day and night. Each neighbourhood of Madrid is distinct and unique, from funky-alternative Malasaña to chic and high-end Salamanca.

Madrid's location in the centre of the Iberian Peninsula makes it a hotspots for holidays and festivals. With popular events like New Year's Eve, Los Reyes Magos, San Isidro and more taking place in the city throughout the year. There is always something going on in Madrid and the festive energy radiates throughout the city.

As you settle in, you'll discover a community rich in diversity and hospitality that makes Madrid a unique place to call home.

Key Points about living in Madrid

- **Culture:** There is a huge variety of cultural activities on offer. There are not only things to see in the classic museums (Prado, Reina Sofía and Thyssen), but also in the thousands of galleries and cultural centres like El Matadero and La Casa Encendida.
- **Transport:** Madrid has an excellent public transport system that includes the metro, buses and commuter trains, making it easy to get around the city and its surroundings.
- **Natural beauty:** the city is surrounded by the Jarama and Manzanares rivers, as well as the Guardarrama mountain chain.
- **Food:** is another important part of life in Madrid. You can find everything from traditional tapas bars to haute cuisine restaurants.



What you'll be doing

Role purpose

To assist the teacher in an effective manner and ensure the pupils in your care achieve their potential.

What you will be doing

1. Teaching Assistant (0.5)

- To assist the EAL and Learning Support departments in supporting students with their English.
- To provide support to students 1:1 or in small groups.
- To take responsibility for implementing specific pre-planned activities.
- To help in English lessons with students accessing the work.

2. Cover Support (0.5)

- To cover secondary lessons where needed.
- To actively engage with the cover work set by the teacher (even if it is not your subject area) and try to help students.
- To invigilate during exam periods.

3. Other responsibilities

- To participate in the school's staff development programme.
- To engage actively with the school's performance management programme.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To attend open evenings and meet with parents if needed.
- To attend morning briefings.
- To actively support and contribute to the school's responsibility for safeguarding.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll bring

Essential	Desirable
Skills • Strong organisational skills. • Ability to work in a team. • Ability to manage change sensitively and effectively. • Initiative and passions. • Excellent classroom assisting skills and ability to follow the school's standards of academic achievement of all pupils. • Clear understanding of effective teaching, learning and assessment techniques to support the teacher. • An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures. • You still love working with children. • High English level essential.	Skills • Ability to speak Spanish is desirable
Qualifications • Bachelor degree • Fluent English	Qualifications • Relevant qualification in Education, Childcare or Teaching Assistance
Experience • Experience working with children • Teamwork and safeguarding awareness	Experience • Previous Teaching Assistant experience

Key Stakeholders you'll be working with

- Internal: Pupils, Colleagues, Heads and Support Staff
- External: Parents, Families and 3rd parties

To be signed and dated by employee:

Signed: **Name (print):**

Date:

COGNITA