



MOUNT HOUSE  
SCHOOL

# TEACHING ASSISTANT



JOB INFORMATION PACK



# WELCOME

Thank you for your interest in joining us at Mount House School. Mount House School is a vibrant, ambitious and nurturing community where every student is encouraged to Be You, Belong, Become. Our focus on character, wellbeing and academic challenge ensures students flourish as compassionate, confident and capable young adults. The school is a team, and Teaching Assistants play a crucial role in our mission: to build the depth of our curriculum, intellectual agility and resilience, fosters community. This is an opportunity to support some individuals and ensure they make the most of all areas of school life and to provide opportunities for aspiration, leadership and joy.

We are seeking an dedicated Teaching Assistant who will energy and a collaborative approach to our well resourced and supportive SEND team. This is a unique opportunity to shape learning within a thriving and ambitious school, and work with some really brilliant students. I look forward to meeting you and sharing with you what makes us so proud of the students and our school.



Mr Jon Cooper  
Head

# ABOUT US

Mount House School is a small, co-educational independent day school for students aged 11–18, located in beautiful surroundings on Camlet Way in Barnet. With small class sizes, a nurturing ethos and a commitment to academic ambition, we provide each student with the support and opportunities needed to thrive.

Our values underpin everything we do:

- Be You: Authenticity and Confidence
- Belong: Community and Compassion
- Become: Aspiration and Growth

A rich co-curricular programme, including a dynamic sports provision, ensures students develop the resilience, collaboration skills and curiosity needed to succeed in adult life.

Blenheim Schools Group

In November 2025 Mount House School joined Blenheim Schools Group, a growing family of academically ambitious, child-centred independent schools across the UK. Being part of Blenheim Schools strengthens what makes Mount House special. It allows us to retain our unique identity and ethos while benefiting from the shared expertise, investment and support of a respected education group committed to enabling outstanding futures for every child.



**BLENHEIM  
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# JOB DESCRIPTION

Mount House School is seeking to appoint a dedicated and compassionate Teaching Assistant to provide 1:1 pastoral and academic support for a student currently in Year 7 with EHCP needs.

The successful candidate will support this student in accessing the curriculum, developing independence and building confidence, ensuring they are able to thrive academically and personally within our nurturing and ambitious school community.

We welcome professionals from either mainstream or specialist settings who have experience supporting students with specific learning difficulties, including ADHD, autism, DCD and speech, language and communication needs. Strong interpersonal skills, emotional intelligence and a proactive approach are essential.

## KEY RESPONSIBILITIES

### 1. Student Support

The Teaching Assistant will support the student by:

- Attending lessons where support is required. While support will primarily focus on one student, the role requires initiative in assisting other students within the class where appropriate.
- Working 1:1 with the student to review classwork, reinforce understanding and support homework completion.
- Undertaking activities with the individual, student and where required other individuals, groups or classes to facilitate physical, emotional and educational development within a safe environment.

- Engaging the student through shared interests and passions (in particular; art, computer design, coding and robotics) to build trust and motivation.
- Promoting independent learning while following agreed support strategies and EHCP guidelines.
- Encouraging inclusion and acceptance to support achievement and social development.
- Monitoring student progress and adapting support strategies in collaboration with teachers.
- Reinforcing self-esteem and encouraging the student to maximise their achievement and personal development.

### 2. Home–School Partnership

- Establish supportive and professional relationships with parents/carers.
- Facilitate effective communication between school and home.
- Maintain confidentiality and professionalism at all times.

### 3. Supporting the School Community

- Work within the framework of Mount House School policies and procedures.
- Contribute to behaviour management in accordance with school policy and guidance.
- Assist with wider school activities including open days, the co-curricular programme, performances and events.
- Carry out duties of classroom and teaching assistants as directed.

#### 4. General Responsibilities

- Attend staff meetings and INSET days as required by the Head.
- Provide general care and welfare support for students.
- Collaborate with teachers and colleagues to ensure cohesive support strategies.

The following list is indicative of routine responsibilities and is not exhaustive:

- Monitoring and recording absences
- Photocopying and preparation of materials
- Supporting classroom displays
- Processing examination results
- Collating pupil reports
- Administering and invigilating examinations
- Supporting administration of teaching cover
- Ordering supplies and equipment
- Stock taking
- Cataloguing, preparing, issuing and maintaining equipment
- Managing and inputting pupil data





# PERSON SPECIFICATION

## Qualifications

- GCSE English and Mathematics (Grade 4/C or above) essential
- Relevant Teaching Assistant qualification desirable
- SEND-specific training desirable

## Experience

- Experience working with secondary-age students
- Experience supporting students with EHCPs and SEND
- Experience working with ADHD, autism, DCD, speech, language and communication informed approaches desirable
- Experience in either mainstream or specialist settings

## Knowledge & Skills

- Good understanding of the GCSE curriculum
- Understanding of strategies to support students with ADHD, autism and DCD
- Ability to promote independent learning
- Strong interpersonal and communication skills
- Ability to build positive, trusting relationships with young people
- Organised and able to manage administrative tasks effectively

## PERSONAL ATTRIBUTES

We are seeking a candidate who demonstrates:

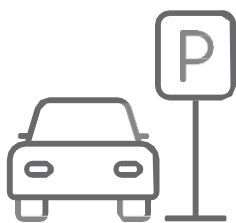
- Excellent interpersonal skills and a positive sense of humour
- A genuine passion for working with young people
- A willingness to go the extra mile to support students
- Commitment to ongoing professional development
- Emotional resilience, patience and empathy
- A reflective and collaborative approach

# BENEFITS

At Mount House, our staff are at the heart of everything we do. We are a close-knit, supportive community where every member of staff is valued for the part they play in helping our students thrive. Working here means joining a team that is passionate about providing an exceptional education, one that balances academic ambition with outstanding pastoral care and an individual approach to every student.

Set within beautiful Grade II listed buildings and grounds in Hadley Wood, Mount House offers an inspiring place to teach and work. We foster a culture of collaboration, professional growth, and mutual respect, where ideas are shared and every contribution is recognised. Whether teaching in the classroom or supporting the wider school community, colleagues enjoy a welcoming, purposeful environment where they can make a genuine difference every day.

## Key Benefits



Free onsite parking



Lunch provided during term time



Fee remission for eligible staff



Pension Scheme with employer contributions of up to 7.5%



Small and supportive community

Excellent CPD and career progression opportunities



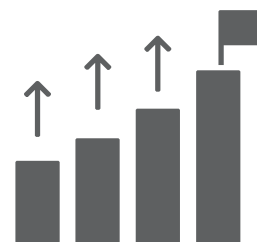
Chartered College of Teaching

Opportunity to join the Chartered College of Teaching



BLENHIM SCHOOLS

Career growth and development opportunities from being a part of Blenheim Schools Group



Mount House School  
Camlet Way  
Barnet  
Hertfordshire  
EN4 0NJ

T: 020 8449 6889  
E: [admissions@mounthouse.org.uk](mailto:admissions@mounthouse.org.uk)  
W: [mounthouse.org.uk](http://mounthouse.org.uk)

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