



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL

Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Level 1-Teaching Assistant

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in the role of Level 1 Teaching Assistant. The role involves being a keyworker for students with SEND needs, ranging from learning difficulties to Autism and social, emotional, and mental health needs. The aim of the support is to help students overcome barriers to learning and develop independence.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher



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Title of Post: Level 1 Teaching Assistant
Salary: SCP3-4 (28.33 hrs £18,790 - £19,058)
Commencement: 28th September 2026
Contract: Full time – Permanent

The role will involve being the keyworker for a range of students with SEND needs.

To apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 9am, Friday 18th September 2026

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake
all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

TITLE OF POST: LEVEL1 TEACHING ASSISTANT

Salary: SCP3-4 (28.33 hrs £18,790 - £19,058)

Commencement: September 2026

Purpose: The role will involve being the keyworker for students with a range of SEND needs.

Reporting to: SENCO

ROLE

- To support, full-time, students with SEND in the classroom, to enable them to access learning.
- To support students with a variety of SEND needs in the classroom and ensure they develop independent learning skills using the MITA approach.
- To be proficient in supporting students to access the classwork.
- To be proficient in the appropriate mainstream and specialist ICT.
- To liaise with outside agencies to support allocated students e.g. OT, SALT.
- The post includes responsibility to safeguard and promote the welfare of children.

RESPONSIBILITIES

- To work with a variety of students with a range of needs, supporting them to access the curriculum and develop independence skills.
- To perform classroom support duties including direct support in class; liaison with subject teachers in advance so that differentiated curriculum materials are available in time; interpretation of wall-board work; scribing; oral interpretation; support in practical lessons where safety is a particular issue; support in PE where alternative activities may be required and a general co-ordination and liaison role.
- To assist student mobility around the school environment and to encourage independence in this area including supporting with personal care.
- To support students' emotional wellbeing and work on developing social skills. To liaise with parents and outside agencies.
- To assist in the movement of students with physical needs around the school.
- To organise the storage and filing of resources and specialist curriculum materials.
- To work with a variety of students in withdrawal sessions for supplementary curriculum activities.
- To cover, in the event of absence, the work of other teacher assistants

ADDITIONAL DUTIES

- To contribute to the support of the student on out-of-school trips.
- To cover absent colleagues in the Inclusion Team.
- To carry out administration tasks as requested by senior staff in the Inclusive Learning Team.
- The post includes responsibility to safeguard and promote the welfare of children

SAFEGUARDING

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education



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EQUALITIES

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

ADDITIONAL INFORMATION

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.