



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 3-Senior Teaching Assistant (5 days 36 hours)

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in the role of Level 3 Teaching Assistant (5 days). 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 3 Teaching Assistant (5 days)
Salary:	SCP 10-14, 38 Weeks, 36 hours: £26,376 - £27,948
Commencement:	September 2026
Contract:	Permanent

The role will involve being the keyworker to support students in a particular Year group and manage a team of Teaching Assistants. It will also involve being the key liaison for parents of students in that year group.

To apply for this post please email your interest in a brief letter of application to leonarda@mhchs.org.uk

Closing Date: 9am Friday 3rd July 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

Post: Senior Teaching Assistant

Responsible to: SENCO and Assistant Head Inclusive Learning Team.

Grade: SCP 10-14, 38 Weeks, 36 hours: £26,376 - £27,948

Hours: 36 hours

Purpose

- To oversee the day-to-day provision for SEN students in a particular Year group.
- To support students with a range of needs both in the classroom and during inclusion lessons.
- Ensure students are registered, have work to complete and are engaging in purposeful activities when on duty in Inclusion.
- To organise SEN support plan meetings and liaise with parents about the support for their child.
- To oversee the work of the Teaching Assistant team in your year group.
- To advise and support Level 1 and 2 TAs and meet with them weekly.
- To provide back up support if TAs need it when on duty.
- Under the guidance of SEN teaching staff, provide support and advice in relation to students with special needs and in addition, carry out the general responsibilities of a Teaching Assistant in accordance with the schools' policies and procedures.
- To assist in supporting students with SEN to make progress and use research-based strategies to do this.
- To support with management of students' behaviour under the guidance of teaching staff.
- To take responsibility for a number of Key SEN students in a year group and liaise with parents, run progress meetings and monitor achievement.
- The post includes responsibility to safeguard and promote the welfare of children.

Responsibilities

1. Liaise regularly with SENCO
2. Daily department notices.
3. Participate in the administration of appointments of new staff including arranging schedule, forming part of the appointment processes and induction.
4. In liaison with line manager support with administration of Access Arrangements.
5. To oversee the daily support for those students for which you are the Key worker. To attend Parents evening once a year.
6. To produce Annual Review paperwork ready for the reviews of EHCP students.
7. To have a good knowledge of Access Arrangements and exam procedures and train others in the team.
8. Assist with SEN INSET and professional development.
9. Help in the department daily in relation to:
 - Facilities
 - Resources
 - Displays
 - ICT network

Specific Needs Learning Support Assistant



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10. Assist with supervision of students between 7.45a.m. and 3.45p.m.
11. Assist with regard to staff:
 - Absence
 - Appraisals
 - On-going support
12. Assist with co-ordination, maintenance and dissemination of department student records.
13. Assist line manager in organising supply staff & provide supply staff with individual TA timetable, student and school information.
14. Assist with supervision of students before school, break, lunch time and after school.
15. Attend Department meetings.
16. Assist the department in the whole planning cycle and management preparation of resources.
17. Assist with the maintenance of good order within the department.
18. Establish productive working relationships with students, acting as a role model and setting high expectations.
19. Recognise own strengths and areas of expertise and use these to advise and support others.
20. Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching staff, to support achievement and progress of students.

We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

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.

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.