



JOB DESCRIPTION

JOB TITLE: **Qualified Teaching Assistant**

Purpose:	To support teaching staff with their responsibility for the development and education of children, particularly those with special needs.
Reporting to:	Inclusion lead (SENCo)
Responsible for:	
Liaising with:	Inclusion Lead (SENCo) Pastoral Team- Progress Coordinators and Senior Progress Coordinators. Students Staff Student and Families Welfare Officer Education Welfare Officer Outside Agencies Parents and Carers
Working Time:	Approximately 25 hours per week (core) Term time only Equivalent to 39 weeks
Salary/Grade:	Scale 5 Point 9-12
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	May 2026



MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Learning Assistant (Qualified) are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

Support for Staff	<ul style="list-style-type: none">• To actively engage in the delivery of the educational work programme and activities developed by teaching staff within classrooms and smaller group work.• To assist the teaching staff in the planning of work programmes for individuals and groups of children, particularly those with SEND
Support for Students	<ul style="list-style-type: none">• To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.• To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development whilst in the classroom with the classroom teacher.• To undertake those activities necessary to meet the physical and emotional needs of individual or groups of pupils including children with educational, physical or emotional special needs.• To undertake those activities necessary to foster the intellectual and social development of children.• To monitor individual pupils and to report problems and concerns to designated supervisor.• An element of personal care may be included in the role
Administration	<ul style="list-style-type: none">• To maintain records of student work completed and any progress concerns, where appropriate and directed to do so.
Other related duties	<ul style="list-style-type: none">• To support student personal organisation and communication with home, where appropriate and directed to do so.



Essential Skills & Qualifications	<p>Relevant Professional Qualification:</p> <ul style="list-style-type: none"> • Teaching or • Social Work or • Nursing or • Physio and Speech Therapy <p><i>(Where the qualification is regarded as directly relevant to the needs of the job)</i></p> <p>Or</p> <p>Others qualification such as:</p> <ul style="list-style-type: none"> • Certificate of the NNEB • NVQ Level 3 Childcare in Education • BTEC National Diploma in Childhood Studies • City & Guilds Certificate in Learning Support (plus 3 years relevant experience) • City & Guilds Advanced Certificate in Learning Support
--	---

Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Good communication skills and ability to work with people at all levels. • To be flexible and adaptable. • The ability to remain calm under pressure and take the initiative where required.
Practical Skills	<ul style="list-style-type: none"> • Ability to communicate with young people, both individually and in a group setting. • Able to build constructive relationships with parents and carers • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to gather information and produce reports • Confident basic user of ICT. • Good planning and organisational skills and a flexible approach to the management of work. • Ability to prioritise own workload and be well organised. • Good numeracy skills. • Be physically able to assist students in wheelchairs or with other supportive equipment as necessary



Staff Development	<ul style="list-style-type: none">• To take part in the school’s staff development programme by participating in arrangements for further training and professional development.• To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES: <ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.• To promote actively the school’s corporate policies.• To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.• To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.• To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.• To support the school in meetings its legal requirements for worship.• To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.• Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.	
<ul style="list-style-type: none">• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
HEALTH AND SAFETY <p>To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.</p> <p>Chosen Hill School operates a No Smoking policy.</p>	



SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed: _____ (Postholder) **Date:** _____

Agreed: _____ (Line Manager) **Date:** _____

Agreed : _____ (Assistant Head, Resources) **Date :** _____

June 2025