

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Ash Green School
Salary	NJC Scale F point 6 – 11 FTE £25,989 - £28,142 - Actual salary of £22,353 - £24,205	Hours	Term Time, 37 hours per week, 38 weeks plus INSET days (total working weeks of 39)
Department	Support Staff	Reports To	Reporting to the Send Co-ordinator

JOB PURPOSE:

To provide holistic support for pupils with identified SEND needs from home to classroom, working within the SEND Code of Practice to promote full inclusion within our school.

KEY RESPONSIBILITIES AND DUTIES:

Roles and Responsibilities

- Recognise, praise and celebrate the commitment and achievements of colleagues, pupils and other stakeholders.
- Be a positive role model of the values and behaviours that underpin the school vision.
- Maintain harmonious relations between all site users; ensure care is taken when dealing with children and that involvement with others is professional.
- Be part of the team and willingly assist staff with simple tasks as requested.
- Work as a team member and identify opportunities for collaboration and sharing effective practice.

Learning and Teaching

- Provide educational support for pupils' needs, including:
 - **Cognition and Learning**
 - **Communication and Interaction**
 - **Social, emotional and mental health**
 - **Physical and sensory**
- Provide support for students with an Education Health Care Plan (EHCP).
- Provide support for students placed on the Special Needs Register.
- Deliver programmes of educational support and intervention to small groups or individuals.
- Act as liaison between the school and the families of pupils with SEND.
- Support programme planning and take part in review meetings for all pupils.
- Assist in the preparation of reports and completion of reviews.
- Assist in providing access arrangements for formal exams.
- Liaise with all stakeholders as required.
- Develop broad understanding of schemes of work and assessment methods to support effective differentiation for pupils with SEN.
- Assist in preparing the learning environment.
- Promote positive behaviour in and around the school to ensure a constructive and safe environment.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Be the keyworker for named students and act as the link for home/school liaison.

JOB DESCRIPTION AND PERSON SPECIFICATION

Planning

- Contribute to effective assessment and planning by supporting monitoring, recording and reporting of pupil performance and progress.
- Keep accurate working records for all pupils and track progress and impact.
- Read and understand lesson plans provided prior to lessons.
- Assist with differentiating in-class materials as required.

Pupil Welfare

- Support the pastoral structures within the school so that all pupils fulfil their potential.
- Report any concerns regarding pupils using the procedures set out by the school.
- Communicate effectively with staff, pupils and parents/carers under the direction of the class teacher.
- Share knowledge and understanding of pupils with staff and with education, health and social care professionals to support informed decision-making on interventions and provision.
- With the class teacher, keep other professionals accurately informed about pupil performance, progress and any concerns.
- Act to ensure pupils' health and safety.

A Development Opportunity for Experienced Teaching Assistants

This role offers an excellent career development opportunity for experienced Teaching Assistants who are ready to take on increased responsibility and play a key role in supporting pupil wellbeing. The successful candidate will be trusted with an important area of school practice: the coordination and administration of students' medical needs.

You will work collaboratively to ensure medical plans are accurately maintained and that agreed procedures are followed consistently. This includes managing medical records, supporting the use of Arbor for healthcare plans, and helping to ensure medication is safely received, stored and administered in line with policy.

This aspect of the role is ideal for a Teaching Assistant who is highly organised, confident with systems, and committed to pupil care, and who is looking to broaden their skill set beyond classroom support. Developing expertise in this area provides valuable experience, increased professional responsibility, and the opportunity to contribute strategically to the smooth running of the school.

We strongly encourage applications from existing Teaching Assistants who are keen to progress their career, build specialist knowledge, and take on a trusted leadership role within support staff provision.

Medical Plans and Medication Administration

The Teaching Assistant will support the effective management of student's medical needs by maintaining accurate records and ensuring agreed procedures are followed. This includes:

- Adding relevant details to the high-profile medical needs booklet where appropriate.
- Uploading and pinning individual healthcare plans to Arbor
- Updating medical spreadsheets and logging information into the school's medical tracker
- Support the safe receipt of medication in school by checking that all medication is provided in the original container.
- Confirm medication expiry dates.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Ensure dosage instructions and administration times align with the prescribed healthcare plan and parental consent.

All actions must be carried out in line with school policy, ensuring confidentiality, accuracy, and the wellbeing of pupils at all times.

Supporting the work of CET

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across CET schools and support wider trust involvement.
- Participate in CET and sector-wide activities to share best practice, contribute to strategic development, and promote the school and trust on a national level.

Other duties

- Attend regular meetings.
- Undertake relevant training and courses.
- Participate in the school's appraisal process.
- Make a positive contribution to the wider life and ethos of the school.
- Undertake daily break and/or lunchtime supervision duties.
- Work in compliance with school policies and procedures, particularly those relating to child protection and health and safety.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C or 9-4) or above in English and Maths. 	<ul style="list-style-type: none"> • Level 2 Certificate in Supporting Teaching and Learning in Schools.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the characteristics of working with pupils. • Knowledge of guidance and requirements around safeguarding children. • Basic understanding of how pupils learn. • Understanding of roles and responsibilities within the classroom and the whole school context. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong aptitude for working with young people, showing confidence and enthusiasm 	

JOB DESCRIPTION AND PERSON SPECIFICATION

	<p>in supporting their development.</p> <ul style="list-style-type: none"> • Good literacy and numeracy skills to support learning across a range of subjects. • Reliable organisational skills, including managing time, resources and competing priorities effectively. • Ability to build positive and professional working relationships with both pupils and adults. • Proven ability to communicate clearly, accurately and appropriately in both written and spoken form. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.