Job Description

Teaching Assistant

Job Purpose

- To take responsibility for classroom assistance in order to help promote effective teaching and learning for pupils and students.
- Support and supervise pupils and students throughout the school day.

Main Duties and Activities:

1. Support the Teacher

- Assist the teacher in the preparation of differentiated lessons and gain familiarity with the work to be covered, design appropriate teaching aides, prepare materials and the classroom to ensure an effective learning environment.
- Create learning materials as agreed with the teacher to ensure maximum access to the lesson material for pupils/students.
- Provide group and/or individual activities, planned by the teacher, working alongside the teacher according to the published timetable and for specific programmes of support to achieve learning objectives.
- Reinforce and support all aspects of behavioural, social and emotional learning.
- Participate in regular feedback between pupil and teacher.
- Attend and contribute to staff meetings, open evenings and/or consultation evenings as required by the school.

2. Support and Management of Pupils

- Support all pupils/students in their planned work in all curriculum areas, both in small group situations and individually, clarifying and explaining instructions as required to enable them to complete the work to their full ability.
- Work with pupils/students and assist with their specific areas of learning difficulty in order to encourage independence, maintain personal confidence and enable full potential to be reached, ultimately with the minimum of supervision.
- Support and assist pupils/students, advising them on strategies to deal with problems they encounter, seek appropriate help when necessary, referring to appropriate staff for advice.
- Build positive relationships with pupils/students and provide an exemplary role model to encourage them to develop good social skills and become as independent as possible.
- Liaise with teachers, social workers, external professional colleagues and parents creating an effective team sharing knowledge and information to develop knowledge and understanding of the specific needs of the pupil/student.
- Deal with parents/ carers in cases such as illness, mishaps, lost property etc.

3. Assessment, Monitoring and Evaluation

- Assist the teacher in keeping a record of events and progress, bringing issues of concern to the class teacher to ensure full pupil/student data is available to inform assessment and future planning.
- Assist in keeping records of pupil/student progress and report achievement in line with school policy.

4. Other

- Undertake break-time duties and responsibilities.
- Keep records and carry out procedures to satisfy school policies.
- Eat with and supervise pupils in the Dining Room.
- Take part in educational visits, camps and school journeys.
- Contribute individual skills in practical, sporting and creative activities.
- When qualified and approved, drive school vehicles as required.
- Take responsibility for own training and development, attending training courses as appropriate.
- Undertake any other activities reasonably expected on a teaching assistant in a special school.

Person Specification

Criteria ***Key -*** *Essential = E; Desirable = D; Assessed by Interview = I;, Assessed by Application Form = A*		
Qualifications and Training		
• GSCE or equivalent in maths and English	E	A
• NVQ Level 2 or 3 in Working with Children	D	A
• Other relevant training e.g. First Aid, Child Protection, Behaviour Management, Working with children with ASC, Team Teach	D	A
• Full Clean Driving Licence	D	A
Knowledge and Experience		
• Working with children	D	A, I
• Working in an educational setting	D	A, I
• Working with children with special needs	D	A,I
• Working as part of a team	E	A, I
• Working with children from a variety of cultural backgrounds	D	A, I
Skills and Abilities		
• Ability to think, write and speak clearly and concisely	E	A, I
• Ability to communicate well with parents, pupils, care workers, outside agencies	E	I
• Ability to work collaboratively as part of a team	E	A, I
• A calm, reassuring and responsive approach	E	I
• Ability to manage behaviour in the classroom	E	
• Ability to organise and prioritise work and resources	E	
• Good ICT skills	E	I
• Practical and theoretical knowledge of behaviour management	D	A, I
Personal Attributes		
• Confident and self-motivated in exercising appropriate initiative	E	I
• A positive, flexible and confident attitude to work and problems	E	I
• A commitment to equality and celebrating diversity	E	I
• Patience and resilience	E	I

• Good level of physical fitness and general health • Enthusiasm and drive for working in a SEN school • Ability to take responsibility for own CPD • Good sense of humour • Unlimited empathy for working with children and a commitment to meeting the needs of the children and their families	E E E E E E	I I I I I I
This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder. ***Date produced:*** *November 2026*		