



# Teaching Assistant

## JOB DESCRIPTION & PERSON SPECIFICATION

---

### GRADE

GLEA Grade 3 Points 6-9

**Responsible to: The SENCo**

#### Job Purpose:

To support children having special or particular needs, in accordance with the child's Education, Health and Care plan or Action Plan where appropriate and/or groups of children as directed by the SENCo.

To provide assistance to the SENCo and Teachers across a range of child centred activities to promote development and learning.

---

### PRINCIPAL FUNCTION

To embrace the school aims, objectives and ethos reflecting them in the classroom.

To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.

To support students with SEND to ensure they are able to access the curriculum including 1:1 work in the classroom where required.

To assist students with special needs to move in and around the school.

To Staff the Student Support Centre at Lunch and Break times.

To assist with development of work and/or specific skills development with individual students and small groups of students.

To monitor and report on the progress of these students as directed by the SENCo.

To liaise with teaching staff and the leadership team to ensure effective provision for all SEND students.

Assisting to track and review the provision of support for SEND students under the direction of the SENCo.

Disseminate good practice in SEND across the school.

---

Under the leadership of the SENCo, assist in drawing up support plans for student with special needs.

To meet and greet visitors and provide refreshments when necessary.

---

PRINCIPAL  
FUNCTION  
(CONTINUED)

To support the SENCo in maintaining clear and efficient documentation relating to all issues arising in this area.

To participate in activities in support of the school.

---

RESOURCES

To contribute to support provision by working as part of a small team and help to prepare materials for use by all members of the SEND team.

---

WORK  
ENVIRONMENT

To form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.

To attend meetings and events as required.

To be familiar with, and adhere to, the school's Health and Safety policy and undertake risk assessments as appropriate.

To contribute to the production of displays and activities on occasions when the school is open to prospective parents or the public.

This role involves regulated activity with children. The post holder must be familiar with and comply with policies and procedures relating to child protection and promote the welfare of students.

The duties and responsibilities in this job description are not exhaustive the postholder will be required to undertake other duties that are required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**NOTE:**

This job description is current as of the date shown but it may be modified by the Head - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the post-holder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date: April 2024
------------	------------------

## PERSON SPECIFICATION

This role would suit an experienced Teaching Assistant wishing to further develop their career or a committed individual who is new to the role, looking to get their career off to a good start. The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Experience of working directly with children with SEND		✓
	Ability to establish effective relationships with families and other stakeholders	✓	
	Experience of working with young people	✓	
	Experience of managing behavioural situations calmly and confidently		✓
	Meeting the needs of students identified as having a special educational need or disability		✓
	Pastoral work in a school setting		✓
Qualities, values and skills	Motivated to work with children and young people	✓	
	A high level of emotional intelligence and resilience in working with young people	✓	
	The ability to establish clear expectations, and constructive working relationships amongst staff and students	✓	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
	Empathy for students, parents, staff and the community	✓	
	Good communication skills – both written and verbal		✓
	Having a positive and flexible attitude	✓	
	Positive attitude to the use of authority and maintaining discipline	✓	
Qualifications and Training	GCSE or equivalent in Maths and English	✓	
	First Aid qualified		✓
	Up to date knowledge and skills		✓
	IT literate, with experience using IT within teaching, learning and resource management	✓	
	Enhanced DBS including a children's barred list check	✓	
	Appropriate Continued Professional Development (CPD).		✓