



Scale 4 Teaching Assistant

Scale 4 – SP7

Full Time and Part Time Positions Available

Permanent and 1-Year Fixed Term Contracts Available

Job Description

Purpose of the Role

To work under the direction of the class teacher and/or Senior Leadership Team to supervise and support pupils, ensuring their safety, wellbeing, inclusion, and access to learning.

The role includes supporting children across the age range, including pupils with high levels of SEND and additional communication, learning, behavioural, emotional, and personal care needs. The successful candidate will work both as a classroom Teaching Assistant and as part of wider targeted support provision for pupils with additional needs.

Key Responsibilities

The successful applicant will be expected to:

- Establish positive and constructive relationships with pupils, acting as a supportive and consistent role model
- Promote the inclusion and acceptance of all pupils, ensuring equal access to learning opportunities
- Work flexibly across classes and year groups, including supporting pupils with SEND and complex additional needs
- Support pupils with emotional regulation, communication, behaviour, independence, and engagement in learning
- Encourage pupils to interact positively with others and participate fully in teacher-led activities
- Set high expectations which promote self-esteem, resilience, confidence, and independence
- Assist in creating and maintaining an attractive, safe, stimulating, and organised learning environment
- Prepare and organise equipment, resources, and classroom materials for lessons and interventions
- Monitor pupil progress and provide feedback to teachers regarding achievement, wellbeing, behaviour, and engagement
- Deliver targeted support and interventions under the guidance of teaching staff and SEND leaders
- Promote positive behaviour and manage incidents in line with the school behaviour policy
- Develop constructive relationships with parents/carers and, where appropriate, outside professionals
- Be aware of and comply with all school policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, security, and data protection
- Contribute positively to the wider ethos, values, and aims of the school
- Attend and participate in relevant meetings, training, and professional development opportunities
- Support the supervision of pupils during breaktimes and lunchtimes
- Accompany pupils and staff on educational visits, trips, and off-site activities
- Supervise classes for short periods (normally no longer than 30 minutes) when required for teacher meetings or pupil reviews

Headteacher Leon Choueke

Person Specification

Applicants should demonstrate the following experience, skills, and qualities:

Experience and Knowledge

- Experience of working with or caring for children of a relevant age
- Experience of supporting children with SEND or additional needs is desirable
- Good numeracy, literacy, and ICT skills
- Basic understanding of child development and how children learn
- Understanding of relevant policies and codes of practice, particularly around safeguarding and inclusion

Skills and Personal Qualities

- Ability to build positive relationships with children and adults
- Ability to work constructively as part of a team and understand classroom roles and responsibilities
- Commitment to inclusion, equality, and high expectations for all pupils
- Ability to remain calm, patient, and flexible in a busy school environment
- Strong organisational and time-management skills
- Ability to adapt quickly and respond positively to changing situations
- Emotionally resilient, hardworking, and able to support pupils with complex or challenging needs
- Reflective about their own professional practice and willing to engage in professional development
- Excellent attendance, punctuality, and reliability
- A caring, enthusiastic, and proactive approach to supporting children's learning and wellbeing

How to Apply

If you wish to apply for this position, please complete the application form in full and return it to recruitment@coleridgeprimary.net by **12:00pm on Monday 1st June**.

In Section 6 of the application form, please explain how your skills, qualifications, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Interview Dates

Interviews will take place between Monday 8th June and Wednesday 10th June.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced DBS check, satisfactory references, online checks, and all other safer recruitment procedures.

Headteacher Leon Choueke

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