



**GUISELEY
SCHOOL**

Job Description

Job Title:	Teaching Assistant
Line Managed by:	Lead SENDCo and Deputy SENDCo
Accountable for:	No Line Management responsibility

Job Purpose

To work under the direct instruction of the SENDCo and teaching/senior staff, usually in the SSC or in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

Policy title

Main Duties and Responsibilities

1. To promote the inclusion and acceptance of all students
2. To encourage students to interact with others and engage in activities led by the teacher.
3. To encourage students to act independently as appropriate.
4. To supervise and support students ensuring their safety and access to learning.
5. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
6. To support students to understand instructions.
7. To support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, as directed by the teacher
8. To support students in using basic ICT as directed
9. To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
10. To be aware of student problems/progress/achievements and report to the teacher as agreed
11. To support managing of student behaviour, reporting difficulties as appropriate
12. To prepare classroom/SSC as directed for lessons and clear afterwards and assist with the establishing an effective learning environment in the SSC and displaying of students' work
13. To undertake student record keeping as requested
14. To gather/report information from/to parents/carers as directed, including phoning parents/carers when required.
15. To provide clerical/admin. support e.g. photocopying, typing, filing
16. To prepare and maintain resources as directed by the SENDCo / teacher / HLTA and assist students in their use.
17. To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
18. To attend relevant meetings as required
19. To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
20. To accompany teaching staff and students on visits, trips and out of school activities as required

Other Duties and Responsibilities

1. To participate in professional and personal development programmes as required, including training and performance review.
2. To contribute to the school ethos through demonstrating a flexible approach to undertaking tasks and responsibilities.
3. To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
4. To contribute to the overall ethos/work/aims of the school.
5. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.

Policy title

6. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
7. To support the School's Equality and Diversity Policy.
8. To appreciate and support the work of other professionals.
9. To undertake any other duties commensurate with the grade of the post.

Variations in role

Please note that specific responsibilities may be negotiated within the Customer Services Team.

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed post holder _____

Date _____

Guiseley School Person Specification

Title of Post		Teaching Assistant	
Department		Lead SENDCo and Deputy SENDCo	
Specification prepared by			
Date		June 2026	
Factor	Essential	Desirable	How Identified
Skills and Abilities			
1.	Use basic technology – computer, video, photocopier	Demonstrable relevant experience	Application Form, Interview & Selection Process

Policy title

2.	Ability to relate well to children and adults		
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Knowledge and Understanding			
1.	Working with or caring for children of relevant age	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Application Form & Selection Process
2.		Appropriate knowledge of first aid	Application Form & Selection Process
Qualifications & Training			
1.	Good numeracy/literacy skills	Relevant qualification. e.g. NVQ Teaching Assistant	Application Form Certificate
2.	Participate in development and training opportunities		
3.	GCSE English and Maths at grade C or equivalent grade		
Other Conditions			
		Interest in a future career in teaching	Application Form