

Job Description

Job Title: Teaching Assistant

Location: Darrick Wood Junior School

Reporting to: SENDCo

Weekly Hours (contact time): 26 hours 40 minutes

Pay Scale: Bromley Localised BR4

Purpose of the Role:

To provide high-quality support to pupils, with a particular focus on mathematics, small-group interventions, and speech and language programmes. To work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. To be a member of a multi-disciplinary team, working under the direction of the SENCo and class teacher to raise standards of achievement, promote pupil independence, and contribute to the wider life of the school.

Main Duties and Responsibilities:

- Support the delivery of high-quality teaching and learning, reinforcing concepts and providing additional guidance to individuals and groups of pupils.
- Use strategies, in liaison with the teacher, to support pupils to achieve their learning goals.
- Work with individuals or small groups to achieve set learning objectives.
- Assist with the planning and delivery of small-group learning activities and interventions, following teacher direction and school curriculum guidelines.
- Adapt learning activities and resources to meet the diverse needs of all pupils, including those with special educational needs and/or disabilities (SEND).
- Assist in managing pupil behaviour in line with school policy.
- Assist in the preparation of learning materials, resources, and displays to support effective teaching and learning.
- Provide feedback to pupils under the guidance of the teacher.
- Support the emotional well-being and inclusion of all pupils.
- Assist with the implementation of individual learning and behaviour plans.
- Maintain confidentiality and uphold safeguarding procedures at all times.
- Deliver speech and language programmes and targeted interventions as directed by the SENCo and external specialists (e.g. Speech and Language Therapists).
- Assist with monitoring, assessing, and recording pupil progress, providing regular

feedback to teachers and contributing to pupil progress reviews.

- Promote positive behaviour, inclusion, and social development, supporting pupils to develop confidence, independence, and resilience.
- Contribute to maintaining a safe, stimulating, and well-organised learning environment.
- Assist with the development and implementation of provision plans and stress support plans.
- Establish and maintain positive relationships with pupils, colleagues, and parents/carers to support effective communication and pupil progress.
- Participate in professional development activities to enhance knowledge and skills in maths support, speech and language delivery, and classroom practice.
- Provide support during non-classroom times, such as break duties, educational visits, and school events, as required.

Person Specification

Essential:

- Strong literacy and numeracy skills
- Experience of working with children in an educational or childcare setting.
- Strong communication and interpersonal skills.
- Ability to work flexibly as part of a team and independently under guidance.
- A caring, patient and positive attitude.
- Willingness to learn and undertake training as required.
- An understanding of safeguarding and child protection procedures.
- Ability to support children's learning effectively in both whole-class and small-group settings.
- Good understanding of child development and barriers to learning.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
-

Desirable:

- A relevant qualification (e.g. Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools).
- Experience of supporting neurodivergent children.
- Experience of delivering targeted maths interventions.
- Experience or training in speech and language support.
- Basic knowledge of SEND strategies and inclusive practice.
- First Aid training or willingness to undertake it.
- Knowledge of the national curriculum.

Additional Information:

- This role requires an enhanced DBS check.
- Training will be provided on site procedures, safeguarding, and health & safety.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name of Postholder : -----

Signature:

Date: -----