



Job Description:

Post: **Teaching Assistant**

Contract type: **Permanent**

Hours: **30 per week (across 5 days) term time only**

Scale: **Grade 4 Pay point 4 - 5 (£24,404 - £24,790 pro rata) Actual - £16,591 - £16,853 Pay award pending**

Commences: **1st September 2025**

Responsible to: **SENDCo**

Main purpose

The TA will:

- Work with the learning support team and class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- To be a key worker for named students and to assist with the smooth running of the Learning Support Department
- A willingness to support the medical / personal care needs of individual students if required

Duties and responsibilities:

Teaching and learning

- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Support students 1:1, or a small group and carry out intervention programmes when required
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, those with special educational needs and disabilities (SEND)
- To develop an understanding of the special needs of the students they are supporting
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Provide pastoral, social and personal care as needed
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teachers.

Planning

- Involvement in the coordination of support of key students on a day to day basis
- Read and understand schemes of work and lesson plans shared prior to lessons, if available

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and students and with parents and carers under the direction of the SENDCo.
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by the SENDCo
- With the SENDCo, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after students who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

June 2025

Person Specification

Qualifications	Essential	Desirable
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	x	
First Aid qualification or willingness to gain such qualification and undertake first aid responsibilities if required		x
Computer literate	x	
Experience in Google Drive / Microsoft Office		x
MIS experience		x
Experience		
• Experience working in a school environment or other educational setting		x
• Experience working with children / young people		x
• Experience in delivering learning activities		x
Skills and attributes		
Ability to build effective working relationships with students and adults	x	
Good literacy and numeracy skills	x	
Good standard of I.T. skills	x	
Excellent verbal communication skills	x	
Active listening skills	x	
The ability to remain calm in stressful situations	x	
Empathy with children and young people	x	
Willingness to be flexible	x	
Understanding of roles and responsibilities within the classroom and whole school context		x
Desire for continued professional development	x	
Personal Qualities		
Commitment to maintaining confidentiality at all times	x	
Good interpersonal skills; the ability to communicate effectively with a variety of people	x	
The capacity to remain calm and to cope with the unexpected	x	
Committed and enthusiastic	x	
Confident, positive and flexible attitude	x	
Sense of humour	x	
Capacity to inspire, motivate and challenge children and young people	x	
Resilient, positive, forward looking and enthusiastic about making a difference	x	
Be well presented and maintain a positive, professional attitude	x	
Commitment to safeguarding the welfare of pupils and vulnerable adults	x	
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	x	