

# Teaching Assistant



**Southfields Academy**  
Wandsworth

**Salary:** Actual Salary £20,263.10 -£20,804.89

**Job type:**

Full-Time, Part-time, Fixed Term

## **Job overview**

### **Who we are:**

Southfields Academy is a thriving non-selective secondary Academy located in South West London. The Academy benefits from spacious and bright communal areas and classrooms. All of these are equipped with technology and designed by our staff and students to ensure their fitness for purpose to educate the children of today and future-proofed for the children of tomorrow.

The aim of Southfields Academy is to provide the highest quality education to secure the best life chances for all our students. We recognise that all staff within our community are indispensable in helping us to achieve this goal together.

Staff wellbeing is high on the agenda and our dedicated emotional wellbeing and mental health workers are proactive in the support they offer our staff.

In addition, all Southfields MAT staff are entitled to free membership of the onsite Gym at Aspire, access to the Nursery@Aspire at a reduced cost, a cycle to work scheme and many other benefits.

### **Main Purpose of role:**

- To contribute to facilitating student access to the education system, assessing and supporting achievement and monitoring progress towards EHCP/ILP objectives;

- To provide practical and developmental assistance to the line manager in the Academy in catering for the educational and personal welfare needs of students;
- As much as possible, to ensure a safe working environment for staff and students.

**We are recruiting for Teaching Assistants to support students with a range of additional needs including Speech and Language needs, literacy and numeracy, autism and ADHD.**

**This is a term-time only role of 39 weeks per year. This is a fixed-term role for the remainder of the 2025-2026 Academic year in the first instance.**

### **Key Responsibilities:**

- To work with individual and/or groups of students with learning difficulties, both in class and in the learning support base (inclusion), to enable students to access the curriculum;
- To support students' learning needs using a wide range of strategies and methods, according to difficulty, including personal care;
- To contribute to the monitoring and tracking of individual and groups of students, their Individual Learning Plans (ILP) and Annual Review of the supported student(s) as appropriate, and to apply specific strategies as outlined in reviews and assessments in order to support each identified student's learning and progress;
- To liaise with teachers and other Academy staff in the preparation of plans and resources;
- To ensure regular and effective communication with parents/carers to support continued progress towards targets;
- To prepare and adapt resources used in class to ensure that they are accessible to students with special and additional learning needs;
- To attend training days/meetings that support the student(s) or address the needs of the Academy, in accordance with contractual arrangements as appropriate;
- To monitor students in lessons and provide teachers with feedback on participation and progress;
- To invigilate examinations and act as a reader or scribe as requested;
- To take part in Academy activities and events as

required, accompanying and supporting students on trips from the Academy as necessary;

- To apply the Academy's behaviour management policy consistently and fairly;
- To have due regard to the Health & Safety at Work legislation in all aspects of the post;
- To promote the Academy's Equal Opportunities policy in carrying out all areas of the post;
- Such other duties as may reasonably be required and are commensurate with the post grade
- To take responsibility for personal continuous professional development;
- To take part, as appropriate, in the Academy's professional development programme;
- To engage actively in the Performance Management Review process;
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence;
- Professional Values and Practice;
- To support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students;
- To provide a role model through their personal and professional conduct;
- To work as a member of designated teams and contribute positively to effective working relations within the Academy;
- To be proficient in the application of literacy, numeracy and ICT;
- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere;
- To contribute to the effective running of the Academy.

## What we are looking for:

### Experience

#### *Essential:*

- Experience of working with children or young people in a learning environment.
- Grade 4/C or above in GCSE English and Mathematics or equivalent

#### *Desirable:*

- Experience in a similar role or school setting.
- Experience working with pupils with Special Educational Needs and/or Disabilities (SEND).
- Experience in supporting pupils with social, emotional, and mental health needs.

### Knowledge and Understanding

#### *Essential:*

- Basic knowledge of Special Educational Needs and Disabilities (SEND) and other barriers to learning, including ASD, Visual Impairments, Physical Disabilities, and Mental Health.
- Understanding of the importance of safeguarding and child protection.
- Knowledge of basic behaviour management strategies.

#### *Desirable:*

- Basic knowledge of first aid (e.g., emergency first aid course).
- Knowledge of specific intervention strategies or programmes.
- Understanding of the National Curriculum.

### Skills and Abilities

#### *Essential*

- To have expectations for all children's achievement
- To be able to make a difference in the lives of the children who attend this academy
- To be able to build excellent relationships with parents and staff
- To be creative and innovative
- To be able to take the initiative
- To be determined to succeed

#### *Desirable*

- Positive, friendly and upbeat personality
- Knowledge of Child Protection/Safeguarding
- The ability to be proactive and flexible

- Take responsibility for personal professional development

### **Professional Development**

Our Academy is committing to developing support staff – we have a full Induction and Performance Management process. INSET Days will have training opportunities for support staff.

### **Staff Benefits**

Staff are automatically enrolled as members of the Aspire Centre which is the Academy's onsite sports centre and adult learning facility. Staff can use the fitness suite and the swimming pool during supervised sessions before the school day begins and after school.

Staff are provided with tea and coffee during break time and there is a designated staff counter in the dining room at which staff can purchase food at cost price during the school day.

The Academy has a private day nursery on site at which staff can enrol their children and at which a discount is available for Academy staff, subject to spaces being available.

Subject to the position and to negotiation with the Principal, part time working is supported at all levels.

### **About us:**

Please note that Southfields Academy will only accept applications directly from candidates themselves. We reserve the right to close this vacancy early should a sufficient number of applications be received. With this in mind, we encourage you to submit your application as soon as possible in order to avoid any disappointment. If you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Please be aware that Southfields Academy is unfortunately unable to provide visa sponsorship.

Southfields Academy is proud to be an equal opportunity employer and recognises the importance of an inclusive and diverse workforce. We welcome applications from all suitably-qualified candidates.

Southfields Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, along with other relevant pre-employment checks.