



## JOB DESCRIPTION

Employment Details	
Job Title:	Specialist Teaching Assistant
Salary & Grade:	E - £28,598 - £31,022
Reports to:	Assistant Headteacher
Hours:	32.5 hours a week, Monday to Friday 8.30am – 3.30pm

### Safeguarding Commitment:

*Cold Harbour Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff must work within school policies and procedures, including safeguarding, child protection, and health and safety. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications, and verification of the right to work in the UK.*

### Vision Statement:

*The School's Christian Vision Statement "Let your light shine" is our central vision.*

*Everyone is encouraged to shine through living out our values of trust, honesty, thankfulness, respect and resilience. Enabling us to grow, learn and achieve together.*

Purpose of the Role
The Specialist Teaching Assistant plays a key role in supporting high-quality teaching and learning across the school, with a particular focus on pupils with additional needs. Working under the professional direction of a qualified teacher, the postholder delivers adapted learning activities, provides specialist SEN support, and contributes to the wider ethos and smooth running of the school.

Duties and Responsibilities
<ul style="list-style-type: none"><li>• Deliver learning activities for individuals and groups under the direction and supervision of a teacher.</li><li>• Adapt and differentiate learning programmes to meet the needs of allocated pupils.</li><li>• Select, prepare and adapt resources to support learning.</li><li>• Promote pupils' social and emotional wellbeing and report concerns appropriately.</li><li>• Provide specialist support in learning, behavioural, communication, social, sensory and physical needs.</li><li>• Monitor, record and report on pupil development, progress and attainment as agreed with the teacher.</li><li>• Identify barriers to learning and share observations to support planning.</li><li>• Provide short-term cover supervision of classes when required.</li><li>• Support individual programmes relating to social, emotional or physical development.</li><li>• Contribute to the overall ethos, aims and values of the school.</li><li>• Attend meetings, training and performance development activities.</li><li>• Maintain awareness of school safeguarding and security procedures at all times</li><li>• Participate in safeguarding updates and professional development sessions, occasionally outside standard working hours.</li></ul>

### **Qualifications**

- NVQ Level 3 for Teaching Assistants or equivalent qualification or experience.
- Understanding of safeguarding and child protection procedures, with a commitment to promoting pupil welfare
- Experience supporting pupils with additional needs.
- Experience adapting learning programmes to meet individual needs.
- Good communication skills, with the ability to engage confidently and kindly with pupils and staff
- First aid training (or willingness to undertake training as required)

### **Person Specification**

- Ability to plan and implement learning programmes alongside the class teacher.
- Strong interpersonal skills and the ability to build positive relationships with pupils, parents and staff.
- Ability to promote inclusion and acceptance of all pupils.
- Confidence in using initiative and adapting learning activities to suit individual pupils.
- Ability to work independently and manage a classroom when required.
- Understanding of safeguarding, health and safety and child protection procedures.
- Awareness of opportunities for professional development and willingness to engage in further training.
- Reliability, punctuality, and a strong sense of responsibility for pupil safety and supervision

### **Safe Working Practices**

All staff must uphold Cold Harbour's ethos and commitment to safe working practices for adults working with children. Staff should model positive behaviour and promote a harmonious, inclusive environment.

### **General Data Protection Regulations**

The postholder must comply with GDPR and related data protection legislation. Confidentiality in handling personal data is essential.

### **Equality and Diversity**

The postholder must promote equality and diversity in all aspects of their role and treat all individuals fairly and without discrimination.

### **Confidentiality**

Confidentiality must be maintained at all times in line with school policy.

### **Health and Safety**

Responsibilities must be carried out with due regard to school policy and statutory health and safety requirements.

### **Flexibility**

This job description is not exhaustive. The postholder may be required to undertake other duties within their skillset and grade, as reasonably instructed.