



# Job Description: Full Time Teaching Assistant Maple Tree

Required from April 2026

# Job Description

**Job Title:** Full Time Teaching Assistant in Maple Tree (SEMH Base)

**Responsible to:** Headteacher and Inclusion Lead

## General Duties

The post holder is required to carry out work under the guidance of teaching staff with a limited degree of autonomy, under the reasonable direction of the Headteacher and Inclusion Lead. Level 3 staff, NVQ 3 or equivalent is a requirement for the job. The role will require someone who has specific skills and experience.

**Key Features:** To implement agreed work programmes with individuals/groups and support teaching staff in the development and education of pupils including the provision of detailed and specialist skills/knowledge in particular areas. To assist the teacher in the whole planning cycle and supervise whole classes or groups during the short-term absence of a teacher.

## Job purpose:

- Delivering 1:1 or small group teaching activities as directed by the Maple Tree team.
- Working with pupils in Maple Tree, both within the provision and within the mainstream.
- Working with pupils from within the mainstream school.
- Delivering personalised targets and external agency programmes
- Providing support to the Maple Tree staff for PPA/Leadership time
- Supporting inclusion across the main school
- Supervising the whole group in the short-term absence of the Teacher and/ or HLTA.

## Professional duties:

- Uphold the vision and values of Hawbush Primary School, striving to live them daily.
- To work in partnership with and under the guidance of the Inclusion Lead and Maple Tree class teachers.
- Hold high expectations and promote excellent standards of work and behaviour in and out of the resource base and across the school.
- To develop, implement, and deliver agreed activities and programmes across the primary phase.
- To use skills and knowledge to support children with special educational needs, specifically social, emotional and mental health needs.
- To contribute to the assessment and recording of individual pupil progress and outcomes

- To work with individual or small groups and support a positive integration/transition into mainstream classes.
- To work collaboratively with the Maple Tree team to ensure good communication and efficient use of time to further the outcomes for children.

## **Support for Teaching and Learning**

- Use specialist skills and training to support pupils to access all aspects of teaching and learning
- Carry out assessment and observation of pupils in Maple Tree, to contribute to the overall assessment, reporting and monitoring of pupil performance and progress
- Support integration into the main school
- Support transition of pupils to another setting (within school and into new education settings)
- Provide informal/formal feedback and produce reports as required
- Make a substantial contribution to Individual Support Plans, structured learning programmes, their implementation, monitoring and evaluation
- Use specialist skills and knowledge to support and develop children's social, emotional and mental health needs.
- Implement agreed work programmes with individuals or small groups, maintaining good order and keeping pupils on task
- Use specialist skills and training to support the successful integration or re-integration of pupils
- Collate evidence and undertake completion of appropriate record keeping
- Liaise with feeder schools and other relevant bodies to gather pupil information, as directed.
- Support pupils within the mainstream setting in developing their communication skills, where appropriate.
- Engage in relevant CPD linked to teaching and learning initiatives.

## **Pastoral Support**

- Liaise with and provide feedback to pupils and their parents/carers in relation to progress and development, as required
- Establish positive relationships with pupils acting as a role model and setting high expectations
- Promote independence and employ agreed strategies to recognise and reward achievement of self-reliance
- To support intimate care activities, including toileting, dressing, feeding as appropriate
- Carry out moving and handling as directed and trained to do

- Supervise and work with individual and groups of pupils
- Provide advice and support to pupils relating to their health, hygiene, social and emotional development needs, as appropriate
- Challenge and motivate pupils, promote and reinforce self-esteem
- Ensure safe transfer to and from transport, adhering to Dudley and school transport protocols
- Follow the school's safeguarding procedures, understanding that everyone has an accountability to safeguard all children.

### **Support for Maple Tree**

- Design, produce and modify teaching resources
- Supervise whole class or individuals during the short-term absence
- Supervise pupils at break times, lunchtimes, on visits and trips as required
- Participate in Maple Tree teamwork and development and whole-school CPD
- Support the physical, social and emotional development of pupils, ensuring safety as the priority.
- To establish and maintain professional relationships with schools, other services or agencies, parents and pupils to develop and sustain effective teaching and learning strategies for pupils within Maple Tree.

### **Personal Development**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person
- Contribute to the overall ethos /work/aims of Maple Tree.
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- All staff in Maple Tree will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement.

### **Key Accountabilities**

- To be accountable for and promote equality, diversity and community cohesion. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in performance review meetings and undertake a plan of training where necessary, developing his/her own skills and expertise in a professional manner.

- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Trust.
- To represent drb ignite MAT in a professional manner meeting, upholding the Trust's vision and values at all times.
- To comply with Trust policies.
- Be aware of safeguarding responsibilities and report any concerns to the school's designated safeguarding lead.
- Employees must comply with health and safety legislation. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.