



Role Description and Person Specification: Support Staff

Title of Post	Teaching Assistant
Grade (including allowances)	H3 + Fringe Allowance
Reporting to	SENCO
Date	26 January 2026
Time/Hours	18 to 30 hours per week, term time plus one week

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

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

- Support the aims and ethos of the school
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Take part in the school's appraisal procedures and take responsibility for personal development making full use of the school's professional development opportunities and training
- Attend team and staff meetings as appropriate, contributing actively whenever possible
- Provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff, contractors and suppliers and other visitors
- Contribute to the school's initiatives, wider life and ethos by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, conduct, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Main Purpose of Post

To support individual students on a one-to-one basis as well as leading small group work and being part of the Team around the Child.

Duties Specific to the Post Holder

- To assist a student or group of students to access all areas of the curriculum as effectively as possible
- To support students with college placements and to liaise between the school and the college
- To assist with the development and implementation of Individual Education / Behaviour Plans
- To be part of relevant statement reviews
- To monitor and evaluate student performance

- To support specific learning needs as required; to deliver individual interventions as required
- To provide support and challenge to enable learning within group and individual learning situations
- To establish a positive working relationship with students
- To encourage positive learning behaviour
- To act as a skilled supporter to enable effective learning
- To assist students learning by preparing materials in advance and modifying where necessary
- To encourage inclusion and acceptance of all students and their special needs
- To provide praise and promote the development of a student's self esteem
- To facilitate and actively encourage independent communication with other students
- To encourage the development of independence and self-reliance
- To support the teaching staff and other professionals in the development of a suitable programme support
- To assist with the planning of learning activities
- To work together with teaching staff and/or other professionals to contribute to a system for recording progress
- To contribute to the maintenance of the student's progress records in accordance with the SEN Code of Practice
- To participate in the review of the Individual Education Plan
- To provide clerical/admin support e.g. photocopying, filing, administer coursework etc. when requested to do so by their line manager

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C/5 grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Degree qualification		X
4. Relevant qualifications in the field of supporting children with SEMH/SLCN/Autism that demonstrate a thorough understanding of the needs of these students and how to support their progress		X
Experience		
5. Experience of working with students with SEND, their parents/carers and other professionals	X	
6. Experience delivering interventions to targeted pupils 1:1 and groups	X	
7. Full working knowledge of relevant SEND legislation/codes of practice		X
8. Working as a part of a team, as well as on your own initiative	X	
9. Experience of using the School's Information Management System (Arbor)		X
10. Working with professionals from other agencies and in a multi-agency context		X
Knowledge		
11. Demonstrate an understanding of issues linked to confidentiality	X	
12. Demonstrate an understanding of safeguarding procedures	X	
Skills		
13. Excellent literacy skills, the ability to communicate effectively both orally and in writing with school staff, families and other professionals	X	
14. Ability to use IT systems effectively to record information and monitor outcomes of individuals and groups	X	

15. Ability to persuade and negotiate as well as good interpersonal/communication skills	X	
	X	
16. Demonstrate an ability to cope with stressful/conflict situations	X	
17. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
18. The flexibility to adapt to changing workload demands and new school challenges	X	
19. Personal commitment to continuous self-development	X	
Personal Qualities		
20. Strong interpersonal skills	X	
21. Good role model	X	
22. Energetic, creative and enthusiastic	X	
23. Co-operative, flexible and responsible	X	
24. Ability to take and follow direction while prioritising work under own initiative	X	
	X	
25. Reliable, well organised and committed to high standards	X	
26. Accurate with a good eye for detail	X	
27. Able to maintain confidentiality	X	