

WESTCOUNTRY SCHOOLS TRUST

Job Description



- Job Title:** Teaching Assistant
- Location:** Across the Trust (based at South Dartmoor Community College)
- Department:** SEND
- Grade/Salary:** Devon NJC Grade B, Scale point 4 (£25,185 pro rata)
Actual <5 years' service £17,231
Actual >5 years' service £17,607
- Hours:** 30 hours a week, 38.4 weeks per year – Monday to Friday 8.40 – 3.10 pm (30 minute unpaid break)
- Reports to:** SENDCo
- Job Purpose:** Under the direction/instruction of SENCO provide general support to staff and pupils.

Purpose of Job

To work under the instruction/guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could involve assisting the teacher in the management/preparation of resources and delivering the programmes to the students. The role will be to respond to questions and generally assist students in undertaking set activities.

Major Responsibilities

To work under guidance to deliver learning by:

- Providing support for students, including those with special needs, ensuring their access to learning activities.
- Assisting the teacher in the management of students and the management of the classroom.
- Assisting the teacher with the planning of learning activities.
- Undertake students' record keeping which will include recording students' response to learning activities.
- Promote positive student behaviour, deal promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

DUTIES

Support the Teacher by:

- Working with the Teacher to establish an appropriate learning environment.
- Monitoring and evaluating students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Having responsibility for updating records as agreed with the teacher, contributing to the reviews of systems/records as requested.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Administering routine tests and invigilating exams/tests.
- Providing general clerical/administrative support eg producing worksheets for agreed activities.

Support the Students by:

- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning.
- Promoting the inclusion and acceptance of all students within the classroom.
- Working consistently whilst recognising and responding to individual student needs.
- Encouraging students to interact and work cooperatively with others and engaging all students in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.

- Providing feedback to pupils in relation to progress and achievement.

Support the Curriculum by:

- Implementing agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs.
- Supporting the use of ICT in learning activities and developing student competence and independence in its use.
- Helping students to access learning activities through specialist support.

Support the School by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Attending and participating in regular meetings.
- Participating in training and other learning activities as required.
- Accompanying teaching staff and students on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

WeST

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

South Dartmoor Community College is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

Job Description produced by Executive Head teacher, May 2026



South Dartmoor Community College

Person Specification – Teaching Assistant



E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school.	E		✓
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny.	E		✓
Integrity:			
We act ethically, transparently, and with financial propriety.	E		✓
Compassion:			
We recognise need and act with positive intention to support wellbeing.	E		✓
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity.	E		✓
Qualifications:			
A good level of education to include GCSE (or equivalent) Grade C or above in Maths and English	E		✓
Level 2 qualification or equivalent in the relevant field or applicable experience.	D	✓	
Experience:			
Experience of working in a school or similar establishment	D	✓	
Knowledge of procedures for preparation of resources/ materials (ie printing, photocopying etc..)	D	✓	✓
Knowledge, Skills and Abilities:			
Effective oral/written communication skills	E	✓	✓
Ability to follow instructions and direction. While also able to use initiative to identify and raise concerns/risks.	E		✓
Accuracy and attention to detail	E	✓	✓
Good time keeping	E	✓	✓
Able to relate to academic staff, students, and other stakeholders.	D		✓
Knowledge of the SEND code of practice	D	✓	✓

Excellent communication skills, both verbal and written, including the effective communication skills with students	E	✓	✓
Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	E	✓	
Enthusiastic and committed to meeting the needs of students	E	✓	✓
Further Requirements:			
Ability to work as part of a team or alone if necessary	D	✓	✓
Discrete and able to maintain the confidentiality of information	E		✓
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons.	E	✓	✓
Willingness to undertake development and training relevant to the role, when required.	D		✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

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