

Job Description for

Teaching Assistant

Salary Range: Pay Scale E (£26,196 - £26,824 depending on experience)

35.5 Hours a week –Term Time only, Mon/Fri

Responsible to: SENCO

Job Title: Teaching Assistant (KS3 & KS4 – Intervention Support)



Core Purpose

The post holder will support the learning, progress, and inclusion of targeted students across Key Stages 3 and 4. This role has a strong focus on delivering and supporting intervention strategies to help students overcome barriers to learning and achieve their full potential.

Key Accountabilities

- Provide in-class support for students, particularly those with special educational needs (SEN) and those requiring additional intervention.
 - Deliver targeted intervention sessions (1:1 and small group) to support literacy, numeracy, and subject-specific progress.
 - Monitor and track student progress within intervention programmes, providing feedback to teaching staff and the SEN team.
 - Use a range of teaching resources and strategies appropriate to the needs of individuals and small groups.
 - Adapt and personalise learning materials to meet individual student needs.
 - Support students in accessing the curriculum and overcoming barriers to learning.
 - Liaise with teachers, the SENCo, and other staff regarding student progress, concerns, and engagement.
 - Support effective behaviour management in line with school policies, reinforcing expectations and promoting positive behaviour.
 - Work collaboratively as part of the SEN and wider school team to support student outcomes.
 - Follow guidance from teaching staff, the SEN team, and external professionals.
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Additional Responsibilities

- Participate in the school's performance management process and engage in relevant training and professional development.
 - Undertake first aid training and provide appropriate care where required.
 - Support educational visits, enrichment activities, and attend staff meetings within directed time.
 - Act as an examination invigilator and/or reader/scribe when required.
 - Supervise students during break, lunchtime, and after school as directed.
 - Contribute to the school's mentoring programme, supporting identified students pastorally and academically.
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Pastoral & Wider Contribution

- Act as a positive role model, upholding the school's values and ethos.
 - Support the pastoral development of students, promoting wellbeing and engagement.
 - Encourage high standards of behaviour and respond to incidents using restorative approaches.
 - Build positive relationships with parents/carers and contribute to wider community engagement.
 - Support extracurricular activities where appropriate.
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Professional Expectations

- Maintain a flexible working approach to meet the needs of the school.
- Demonstrate a commitment to ongoing professional development.
- Work towards agreed annual performance objectives and provide evidence of impact.
- Undertake additional duties as reasonably directed by the Headteacher.
- Acknowledge that responsibilities may evolve in line with the needs of the school.