

# Teaching Assistant

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**Contract details: Permanent or Fixed term contract will be considered.**

**The hours of work: 37 hours per week for 39 weeks, (term time plus one week)  
Applications to work less than 37 hours each week will be considered.**

**Expected start date: 1<sup>st</sup> September 2026 or after by negotiation**

**NJC Grade 2, points 3-4 (£24,796 0 £25,185) pro rata.**

We are looking for exceptional individuals who are hard-working, reliable, compassionate and professional to offer additional support to our students.

Our students require support to develop and sustain strong routines, to inspire them to engage and participate widely across school and in extracurricular activities and to help them fuel their ambitions. The role will likely include delivering small group and one-to-one interventions.

We are a popular, over-subscribed school where students' achievements are outstanding. You will be joining a team of dedicated and highly professional staff whose aim is to enable all students to fulfil their potential.

We offer:

- Employee recognition and rewards
- Health membership, including GP access 24/7
- Two-week October half term holiday
- Free on-site parking
- Option for Cycle to Work scheme

If you believe you can work within our strong, supportive ethos we would love to hear from you.

Early applications are encouraged as we reserve the right to close this vacancy if we find the right candidate.

**Deadline: noon on Friday 17<sup>th</sup> July 2026**

**Interviews: w/c 20<sup>th</sup> July 2026**

*The school has a clear commitment to Child Protection and Safeguarding Children. All appointments are subject to an Enhanced Disclosure and Barring Service Check.*

# Person Specification

## Teaching Assistant

Attributes	Essential	Desirable
<i>Qualifications</i>	<p>An interest in working with young people</p> <p>GCSE C/5 or equivalent in Maths and English</p> <p>First Aid trained or prepared to undertake training</p>	<p>Any other relevant qualification</p>
<i>Experience, Skills and Knowledge</i>	<p>Knowledge and understanding and commitment to equal opportunities</p> <p>Knowledge and understanding of the varied needs and strategies to support students with special educational needs</p> <p>Able to communicate professionally with stakeholders – orally and in writing</p> <p>Proficient ICT user</p>	<p>Experience working with children and young people</p> <p>Experience working in a school setting</p>
<i>Personal attributes</i>	<p>Work entirely in harmony with the Academy's core values and Equality Act expectations</p> <p>Work collaboratively, under direction and on own initiative</p> <p>Committed to further professional learning</p> <p>Generosity of time and spirit</p> <p>Able to travel as required, (e.g. home visits)</p> <p>Caring, compassionate</p> <p>Highly resilient, calm under pressure, adapts quickly to change</p> <p>Copes with the unexpected, and responds well in a dynamic environment</p> <p>Hard-working and organised</p> <p>Humility and sense of humour</p>	<p>Willing to contribute to extracurricular learning and activities</p> <p>Able to form effective relationships with all stakeholders</p>

# Job Description

## Teaching Assistant

### Supporting Learning

- Support the learning needs of all students, helping them to reach their unique potential.
- Promote, develop and encourage student independence and preparation for adulthood.
- Facilitate interventions for individuals and small groups under the direction of the SENDCo.
- Monitor and evaluate the impact of interventions using appropriate tests and assessments, maintaining accurate records of progress.
- Use strategies and approaches that align with the school's approaches to teaching and learning.
- Build effective and professional relationships with students, staff, parents, and other stakeholders.
- Report to relevant subject teachers on the progress of identified students.
- Contribute to the graduated approach (Assess–Plan–Do–Review), ensuring support is reviewed regularly and adapted as students' needs change.

### Administration

- Maintain a caseload of student Individual Learning Plans (ILPs) and update parents and staff using the school's SEND systems.
- Maintain accurate and up-to-date records relating to ILPs, interventions, and student progress.
- Maintain regular communication with parents.

### Continuous Professional Development

- Participate positively in the school's CPD programme.
- Be proactive in identifying personal learning needs and communicate these to the SENDCo or line manager.
- Maintain up-to-date knowledge of different types of special educational needs and the strategies that effectively support them.
- Engage fully in the appraisal process.

### Other

- Uphold the high standards and professional expectations associated with the Learning Support Assistant role.
- Recognise the role as an essential professional working alongside teaching and support staff.
- Support whole-school ethos, structures, policies, and processes, including safeguarding.
- Support school-wide inclusion, behaviour and wellbeing strategies.
- Support identified students in extra-curricular activities and school trips, which may fall outside normal working hours.
- Contribute to, and lead, lunchtime interventions.
- Assist, as required, with implementing exam access arrangements (e.g. acting as a scribe or reader for students).
- Undertake other reasonable duties as directed by the Headteacher.