



Teaching Assistant Job Description

Location:	Capella House School Secondary
Post title:	Teaching Assistant
Contract:	Full Time - Term Time Only
Grade:	Scale 4 Point 09
Hours of duty:	36 hours per week
Reports to:	Class Teacher/Head of Secondary Centre/Headteacher

Purpose of the Role

To support a secondary class (up to 8 pupils) with Speech, Language and Communication Needs (SLCN), including pupils with SEMH needs.

This role is rooted in relationships – building trust, providing security and a sense of belonging, and supporting pupils to regulate their emotions so they can fully access learning and develop both academically and personally.

Key Responsibilities

- Support learning through clear, adapted communication and structured scaffolding
- Build strong, consistent relationships to promote engagement, trust and belonging
- Implement clear routines, boundaries and behaviour strategies to support regulation
- Use visuals, modelling and simplified language (including signing – Makaton / Sign Supported English) to aid understanding
- Support personalised learning linked to EHCP outcomes and individual targets
- Work closely with teachers, therapists and the wider team
- Support pupils during unstructured times to develop social skills
- Maintain a calm, low-arousal and well-structured environment
- Monitor progress, behaviour and engagement
- Promote safeguarding and pupil welfare at all times

What We're Looking For

- Experience with SLCN and/or SEMH
- Strong behaviour support and emotional regulation strategies
- Clear, simple and effective communication skills
- Calm, consistent and resilient approach
- A team player who is proactive and reflective

Capella Values in Action

You will model and promote our core values in everything you do:

- Active Listening & Skilled Speaking – supporting pupils to communicate effectively
- Kindness & Respect – building positive, trusting relationships
- Resilience & Determination – helping pupils manage challenges and succeed
- Cooperation & Doing Your Best – working as a team and maintaining high expectations

Person Specification -Teaching Assistant

	Essential	Desirable
Qualifications and Training		
1. GCSE Maths and English C grade or above or equivalent	X	
2. Knowledge of the National Curriculum		X
3. First Aid		X
4. Full knowledge of safeguarding	X	
5. Understanding of equality and diversity	X	
Experience and skills		
6. 3 years within an educational setting		X
7. Previous experience of working with pupils with SEMH	X	
8. Good ICT skills		X
9. Ability to foster good relations with pupils and parents	X	
10. Evidence to demonstrate initiative and ability to be proactive	X	
Personal Attributes		
11. Flexible approach	X	
12. To understand how to work well within a team	X	
13. Willingness to undertake further training, e.g., Makaton, EPIPEN, etc	X	
14. Effective communication skills, both written and verbal	X	
15. Calm and kind approach	X	
16. Confidentiality and discretion	X	