



TEACHING ASSISTANT, Upper Junior Department JOB DESCRIPTION

Post: Teaching Assistant
Start date: 1st January 2026 (or soon after)
Reports to: Head of Upper Junior Department
Hours: Part time 2-3 days a week, term time
Term: Term time (34 weeks), fixed term initially
Salary: £23,810 FTE (52 weeks) to be pro rated for part time term time plus holiday (actual £10,879 PTE)
Membership of Local Government Pension Scheme
Closing Date: applications considered on receipt

Early applications are advised and the school reserves the right to appoint before the closing date.

Applicants must be able to work from 8.30am to 4pm on working days, we are looking for candidates able to work on Mondays, Tuesdays and if possible Fridays.

Job role

To support and assist teachers in the classroom, as whole class TA and supporting individuals on a 1:1 basis and/or groups of learners.

To co-support the medical needs of pupils requiring medical supervision and undertake appropriate training.

To assist in the promotion and development of inclusive learning and teaching throughout the school.

To support the school SENDCo in the support of teaching and learning of individual and key groups of pupils e.g. SEND, EAL, those on the Child Protection Register and Looked After Children.

To support teaching staff with administrative duties including displays and reprographics.

Duties

Supporting Teaching and Learning

- Assist teachers in the delivery of lessons, providing support to individual and small groups of pupils.
- Assist in the delivery of individual work programmes for specific pupils.
- Use routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs.
- Support the SENDCo and teachers in identifying the most effective teaching approaches and resources for pupils with particular needs.



- Help create and maintain an effective and exciting learning environment.
- Keep the class teacher/SENDCo informed about the progress and needs of pupils supported.
- Liaise with parents and external agencies as required.
- Work as part of a team to ensure that the well being, behaviour and personal development of pupils enhances learning opportunities and life skills.

Other Duties and Responsibilities

- Provide administrative support to the teachers and SENDCo
- Act as cover to supervise pupils as required
- Participate and accompany pupils off-site
- Maintain confidentiality inside and outside the workplace
- Any other duties that the SENDCo, teacher or Senior Leadership Team may, from time to time ask the post holder to perform

PERSON SPECIFICATION

Qualifications and Training

- Candidates must possess Mathematics and English at GCSE (or equivalent) grade C or above
- Examples of relevant training - desirable

Skills

- Able to motivate pupils to learn
- Able to prepare resources for teaching and learning activities
- Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries
- Able to contribute to curriculum delivery and classroom planning
- Good communication and interpersonal skills – able to talk effectively to children, parents and external professionals as required
- Organised administrative skills
- Confident in use of ICT

Personal Attributes

- Good pastoral skills, with a calm and caring approach
- Well organised
- Effective team member
- Flexible approach and an ability to respond to changes in circumstances
- High level of written and oral communication skills
- A commitment to work together with all stakeholders including the wider community

Experience

- Experience of supporting children with additional needs
- Experience of working with pupils with SEND and other key groups of pupils (e.g. EAL, Gifted and Talented, Looked After or those on the Child Protection Register) - *desirable*

**Cobham Free School is committed to safeguarding children and young people.
All appointments are subject to an enhanced DBS and other relevant employment checks.**