

Littledown School

TA Level 3

JOB DESCRIPTION

DESCRIPTION FOR:

| | |
|------------------------|---|
| Post: | TA (Level 3) |
| Reporting To: | SENCo / Assistant Head Teacher (Behaviour & Inclusion) |
| Salary: | L3 TA: NJC Level 4 – SCP 8-12 (£27,920 - £31,233) includes Local Weighting (£1,096), and includes SEN allowance (£1,539) pro-rata for term time only (inc. 5 INSET days) |
| | L3 actual pay (inclusive of Local Weighting and SEN allowance pro rata): £25,367 - £26,895 |
| Hours: | 37 hours per week, term time only plus 5 inset days |
| Effective Date: | 1 September 2026 |

MAIN PURPOSE OF POSITION

- Works under the direction of the teacher and uses specialist knowledge and skills to support the learning and development of pupils.

MAIN RESPONSIBILITIES

- To foster positive relationships with pupils, families and colleagues.
- Develops and uses knowledge and skills to contribute to pupil learning
- Prepares and develops work programmes for individuals/groups of pupils and prepares resources to support a range of learning activities (under guidance from teachers)
- Delivers structured learning sessions (under guidance from teachers)
- Works with small groups of pupils or individual pupils to enable learning
- Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display
- Monitors, evaluates and records pupil progress and reports as required
- To ensure that the safeguarding needs of children and young people are met
- To understand and follow the 'Team Teach' principles and guidance in school
- To understand and implement Trauma Informed policies and practices

- Organises and accompanies pupils on off-site activities in accordance with a system of supervision
- Works as part of a team to ensure that the well-being, emotional regulation and personal development of pupils enhances their learning opportunities and life skills
- Reports on and discusses pupil progress with teacher
- Contributes to curriculum and classroom planning – informally and at meetings
- Administers medication to children (after appropriate training)
- Maintains confidentiality
- Understands and assists in interpretation of school policies
- To attend professional meetings when required
- To undertake appropriate professional development
- To support Health & Safety regulations, ensuring safe working practices are adhered to. This role has Health and Safety job responsibilities at Level 1 as outlined on the Health and Safety policy
- To perform other duties as reasonably correspond to the grading of the post and are commensurate with its level of responsibility

Safeguarding Children

In accordance with the commitment of Littledown School to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2025) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and adhere to the following documents; "Working Together to Safeguard Children" (2022), "Sexual Violence and Sexual Harassment Between Children in Schools and Colleges" (2021) and "What to do if you're worried a child is being abused" (2015). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Littledown School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) May 2018 and are properly applied to pupil, staff and school business/information.

Staff are expected to act in accordance with school policies and various government legislations, which may be amended occasionally.

Freedom of Information

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

No Smoking or Vaping Policy

Littledown School will not allow smoking or vaping in any of its buildings, playgrounds or gardens and notices to this effect are displayed at the entrance to the school. It is the policy of Littledown School, that smoking or vaping will not be allowed anywhere on the school premises, apart from one designated area. The school have one designated area at the back of the school just outside of the school boundary.

Littledown School

TA Level 3

PERSON SPECIFICATION

| Qualifications and Training | Essential | Desirable |
|--|------------------|------------------|
| GCSE English and Maths – grade C (or equivalent) or above | ✓ | |
| Relevant Level 3 training | ✓ | |
| Other appropriate accredited training. | ✓ | |
| Knowledge | Essential | Desirable |
| Able to evidence and apply secure knowledge and understanding of: | | |
| The National Curriculum and education system. | | ✓ |
| Potential barriers to learning and strategies to overcome these barriers. | ✓ | |
| Data protection and confidentiality. | | ✓ |
| Understanding and commitment to equal opportunities. | ✓ | |
| The needs of vulnerable and challenging young people who have social, emotional, mental health or medical needs. | ✓ | |
| Successful experience required | Essential | Desirable |
| Experience of working with children/young people and their families within a school environment | ✓ | |
| Additional relevant SEN experience | | ✓ |
| Maintaining a positive attitude towards and working with vulnerable and challenging young people | ✓ | |
| Skills and abilities | Essential | Desirable |
| Able to demonstrate evidence of: | | |
| Good level of written and spoken English | ✓ | |
| Being numerate | ✓ | |
| | ✓ | |

| | | |
|---|------------------|------------------|
| Good ICT Skills | | |
| Being able to plan, prioritise and organise own work schedule | ✓ | |
| Being able to undertake administrative procedures to support the work of the teacher | ✓ | |
| Being able to follow and interpret instructions and guidance | ✓ | |
| Being able to clarify and explain instructions to pupils | ✓ | |
| Being able to communicate effectively with pupils and adults | ✓ | |
| Being able to learn and take responsibility for own development | ✓ | |
| Being able to work with pupils within school's Trauma Informed Behaviour Regulation policy | ✓ | |
| Being able to think through and implement strategies to enhance pupil learning | ✓ | |
| Being able to motivate pupils to learn | ✓ | |
| Being able to assist with the organisation of the learning environment | ✓ | |
| Being able to demonstrate craft skills and prepare resources for teaching and learning activities | ✓ | |
| Being able to share knowledge and experience with colleagues and support the development | ✓ | |
| Personal qualities, attitudes and approaches | Essential | Desirable |
| Be committed to achieving excellence and success in delivering strategies to raise standards and create solutions | ✓ | |
| Be committed to your continuing personal professional development | ✓ | |
| Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times | ✓ | |
| Good sense of humour | ✓ | |
| Demonstrate suitability to work with children | ✓ | |

Signed: (Employee) Date:

Signed: (Manager) Date: