



Position:
Teaching Assistant (TA)

Welcome to Waingels

Job Description – Teaching Assistant

Responsible to:	Assistant Headteacher – SENCO
Salary Scale:	Grade 3 SCP 5-6 (£25,583 to £25,989 full time equivalent)
Hours:	Full time or part time hours considered with a minimum of 26 hours per week Term time plus three additional days

Job Purpose

- To provide targeted in class support for pre-identified students within the classroom setting.
- Directly contribute to quality first inclusive teaching
- To raise attainment and improve progress of selected students and identified groups such as SEND & PP, EAL & MAGT.
- Provide 1:1 or small group support in extra-curricular intervention

Main Duties and Core Accountabilities

- To fulfil the role of in-class support in the SEND package provision.
- To work with selected SEND / PP students in classrooms and support them in making accelerated progress.
- Will be expected to hold detailed knowledge of each SEND student in the lesson, especially those with a Statement or EHCP.
- Liaise with class teachers and contribute to planning, teaching and the production of specialist resources for SEND students.
- Produce resources for individual students.
- Report to the SENCO impact of in-class support and areas of strength and development in an agreed format.
- Be able to highlight areas of CPD that is required to constantly develop personal practice and the development of other In-Class Progress Assistants.
- Produce student summaries to go into the school's guidance bulletin on a weekly basis if a student is struggling in a particular area and send these to the Admin SENCO by Thursday each week.
- Educating individual students on a one-on-one or small group basis with extra-curricular provision.
- Assist the teacher in observing, recording and charting behaviour, learning and progress.
- Assist the teacher with crisis problems and behaviour management.
- Preparation of classroom materials related to personalised provision or modifications/accommodations.
- Preparation of the classroom environment for learning activities.
- Assisting students with physical needs (mobility, toileting, eating, physiotherapy etc).
- Participating in professional activities and meetings.
- Working with audio-visual equipment, computers and/or assistive technology as related to individual student personalised provision/accommodations and modifications.
- Maintain classroom (housekeeping chores).
- Clerical activities.
- Supervise children at lunchtimes and/or breaktimes.
- Score objective tests and papers and maintain appropriate records for teachers.
- Act as readers, amanuensis etc for pupils with examinations.
- Key Working of students.

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Other duties and responsibilities

- To work collaboratively and contribute to the maintenance and enhancement of effective working relationships with colleagues in the Inclusion and Intervention Team.
- To undertake any reasonable requests as negotiated with line manager or Headteacher.
- To participate in Performance Management reviews.
- Employees have a duty under the Health & Safety at Work Act of 1974 to take reasonable care to avoid injury to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements.
- To adhere to professional and staff codes of conduct at all times.
- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To support the continued ethos of Waingels school.
- To undertake training identified as relevant to the post.
- To attend relevant Inclusion & Intervention and Full Staff meetings and participate in training opportunities and performance development as required.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Additionally, this position commences with a probationary period of 6 months from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.

March 2026

Person Specification- Teaching Assistant

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
5 GCSEs including English and Maths at Grade 4 or above, or equivalent	✓	
Level 3 qualification or equivalent in a relevant subject		✓
Experience		
Previous experience of working with children and young people	✓	
Experience of working in a school setting		✓
Experience of working with young people with English as an additional language and/or students with special educational needs		✓
Knowledge/ Skills		
Strong communication skills, both orally and in writing with parents, carers, other colleagues and other professionals	✓	
Knowledge and understanding of techniques and approaches to supporting students with additional learning needs, including those who are SEND		✓
Ability to show resourcefulness, motivation and diligence when engaging students in learning or wider curriculum activities	✓	
Adaptability and willingness to learn new skills, systems and applications	✓	
Ability to foster appropriate, professional relationships with all stakeholders	✓	
Knowledge and understanding of cultural differences and their impact on students' and parents' views on education		✓
Detailed knowledge and understanding of safeguarding and how to keep children safe in schools	✓	
Personal		
A strong commitment to diversity and celebrating and promoting different cultures	✓	
Respect the need for discretion, sensitivity and confidentiality when handling student information	✓	
A willingness to adopt a flexible and tolerant approach to supporting young people.	✓	
Have a positive outlook – be relentless in finding the potential and supporting this	✓	
Ability to work hard under pressure	✓	
Ability to prioritise and meet deadlines	✓	
Commitment to continued professional development	✓	
General		
Good attendance and punctuality record	✓	
Professional dress	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hbrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students

