



# Job Description

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**Job Title:** Specialist Teaching and Learning Assistant

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**Location:** St Clare's School

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## Job Description

<b>Job Title</b>	<b>Specialist Teaching and Learning Assistant</b>
<b>Location:</b>	St Clare's School
<b>Hours per week:</b>	Full Time (Between 35-37 Hours PW)
<b>Weeks worked per year:</b>	Term Time Only (39 weeks per year)
<b>Reporting to:</b>	Class Teacher and SLT
<b>Salary Scale:</b>	Derby City Council Support Pay Scale - Grade F (Points 15-20)

### Main purpose of Role

The Specialist Teaching and Learning Assistant (STLA) will provide academic and pastoral support to children and young people who have an Education, Health and Care Plan (EHCP), including those with behavioral, emotional, social, communication, and learning needs. The post holder will work to promote positive relationships, increase engagement in learning, and support each child in achieving their full potential both socially and academically.

The STLA will assist with the full planning and recording cycle, including contributing to observations, assessments, and progress tracking against EHCP targets. They will also support the management, preparation, and adaptation of resources to meet individual learning and developmental needs. The STLA may take responsibility for planning and delivering specific sessions or interventions, as agreed with the class teacher.

In addition to academic support, the STLA will contribute to the wider well-being of children by managing behaviour in line with individual behaviour support plans and school policy, supervising children during breaks and off-site activities, conducting safe and well visits, and supporting children with personal care and mobility where required. This is a flexible and evolving role, with responsibilities and timetables adjusted throughout the year to meet the changing needs of children with EHCPs. The primary focus is to ensure inclusive, high-quality learning, safeguarding, and progress for all children in line with their individual plans.

### Principal Accountabilities:

<b>Main Duties</b>	<b>Classroom and Learning Support</b> <ul style="list-style-type: none"> <li>• Deliver planned lessons in the short-term absence of the class teacher</li> <li>• Support the implementation of the full planning and recording cycle alongside class teachers.</li> </ul>
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- Adjust activities to meet the diverse needs of learners,
- Support children in class, either individually or in small groups, ensuring access to learning.
- Implement specific educational, therapeutic, or behavioural interventions.
- Observe and assess children's performance against defined assessment criteria.
- Promote the development of independent learning skills.

#### **Lead on a Designated Area of Expertise**

- Take responsibility for leading a specific area of expertise (e.g. communication, sensory integration, autism strategies, behaviour support, literacy, numeracy, etc.) within the school or site.
- Act as a point of contact and support other staff, sharing knowledge, resources, and best practices.
- Maintain up-to-date knowledge in your specialism through CPD, research, and networking.
- Lead staff training, model strategies, and contribute to the professional development of colleagues in the area of your specialism.
- Design and implement interventions or resources related to your area of expertise that improve children engagement, learning, and development.
- Monitor and evaluate the impact of your specialism on children's progress and well-being and report findings to senior leaders when required.

#### **Behaviour and Safeguarding**

- Monitor and manage children's behaviour in accordance with individual Behaviour Support Plans.
- Employ proactive strategies to positively modify and manage behaviour.
- Record and report behavioural incidents following school policy.
- Report safeguarding concerns promptly and follow up as needed, maintaining safeguarding logs.

#### **Children's Care and Wellbeing**

- Assist children with mobility, toileting, personal care, and feeding needs, including administering medication and implementing therapy or feeding programmes (with relevant training).
- Supervise children during lunch and break times, including organising recreational activities.

- Promote the physical, emotional, and social development of children.
- Support the health and safety of all children at all times.

#### **Parental and Professional Engagement**

- Liaise with parents, carers, and professionals in a professional, collaborative manner.
- Support partnership between home and school to enhance children development.
- Communicate effectively to build trust and encourage dialogue.

#### **Administrative and Planning Duties**

- Contribute to assessment and planning, including EHCP review targets and individual learning plans.
- Update children records and maintain accurate assessment and performance data.
- Prepare and manage teaching resources, ensuring classrooms are well equipped and displays are current.
- Serve food/snacks and ensure break and mealtime routines are smoothly conducted.

#### **Team Collaboration and Professional Development**

- Work collaboratively with teaching staff and other professionals as part of a flexible team.
- Attend and engage in relevant CPD, including training required for the role.
- Demonstrate commitment to ongoing professional reflection and development.
- Actively participate in school-wide initiatives and activities.

#### **Line Management and Performance Development**

- Line manage allocated Teaching Assistants, providing day-to-day support, guidance, and supervision in line with school policies and procedures. 4
- Lead the full cycle of performance management, including setting clear objectives, conducting regular reviews, supporting professional development, and completing annual appraisal meetings.
- Identify training needs and contribute to the development and delivery of CPD opportunities to build capacity and effectiveness across the support team.

	<ul style="list-style-type: none"> <li>• Promote high standards of practice, ensuring Teaching Assistants are effectively supporting pupil learning, well-being and inclusion in line with their roles and responsibilities.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Transport children to/from site if required.</li> </ul>
<p><b>Teaching Assistant Agreed Framework Requirements</b></p>	<p>In all cases, indicative tasks at the competency level specified within the Teaching Assistant Agreed Framework will be the reference point for the competencies listed below.</p> <p><b>Children progress</b></p> <p><b>Support Learning and Development:</b></p> <ul style="list-style-type: none"> <li>• Actively contribute as a member of the teaching team to ensure all children make good or better progress in line with their learning goals.</li> <li>• Promote inclusive learning by ensuring that all children, regardless of background or ability, are actively engaged in the classroom and wider school activities.</li> </ul> <p><b>Foster Positive Relationships:</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain constructive relationships with children, parents/carers, and professionals, working closely with the teacher to support children’s learning, development, and well being.</li> <li>• Encourage cooperative learning and peer interaction through structured activities and positive role modelling.</li> </ul> <p><b>Promote Independence:</b></p> <ul style="list-style-type: none"> <li>• Implement strategies to support the development of children’s independence and self-reliance.</li> <li>• Recognise and reward children’s achievements to boost motivation and self-esteem.</li> </ul> <p><b>Professional practice:</b></p> <ul style="list-style-type: none"> <li>• Continuous Professional Development: 5</li> <li>• Maintain and extend own professional knowledge to support effective teaching and learning practices.</li> <li>• Share expertise with colleagues to contribute to whole school improvement and support collaborative practice.</li> </ul> <p><b>Behaviour Management:</b></p> <ul style="list-style-type: none"> <li>• Promote and reinforce positive values, attitudes, and behaviours. • Respond promptly and appropriately to behavioural issues in accordance with school policy, encouraging children to manage their own behaviour.</li> </ul> <p><b>Children Care and Well-being:</b></p>

	<ul style="list-style-type: none"> <li>• Provide responsive and sensitive support to meet children’s general care needs, including mobility, hygiene, and personal support, with dignity and respect.</li> <li>• Implement agreed health and safety and safeguarding practices to ensure children safety and welfare.</li> </ul> <p><b>Classroom Support and Management:</b></p> <ul style="list-style-type: none"> <li>• Understand and effectively apply the principles of classroom organisation and management to support a productive learning environment.</li> <li>• Use a range of appropriate strategies to support children in accessing the curriculum, including tailored approaches for those with additional or complex needs.</li> </ul> <p><b>Safeguarding and Confidentiality:</b></p> <ul style="list-style-type: none"> <li>• Be fully conversant with and actively implement the school’s Safeguarding and Child Protection Policy, reporting concerns and recording information as per statutory guidelines.</li> <li>• Demonstrate full awareness of the Data Protection Act and other relevant legislation to ensure confidentiality of children information and school records.</li> </ul>
<p><b>Other General Requirements</b></p>	<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities C GDPR.</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> <li>• GCSE (or equivalent) Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Management training</li> <li>• Team Teach certificate</li> <li>• First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Qualified in aspects of SEN specific provision</li> <li>• Experience of working in special schools with a range of children with SEN (including Autism, ADHD and PDA)</li> <li>• Experience of managing challenging behaviour, including leading on and implementing appropriate interventions to support children with a range of needs</li> <li>• Experience of working in classroom settings</li> <li>• Experience of de-escalation strategies to support behaviour for learning</li> </ul>	<ul style="list-style-type: none"> <li>• Of an off-site /small educational setting.</li> <li>• Of an alternative educational setting other than mainstream</li> <li>• Of delivering education in teacher absence</li> <li>• Of contributing to a small team</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of strategies to support children with SEN</li> <li>• Knowledge of child protection and appropriate health and safety regulations</li> <li>• Knowledge of behaviour support strategies</li> <li>• Willingness to engage in any professional development activities which will aid the effective completion of tasks required by the post</li> <li>• Ability to work alongside the teacher in evaluating and recording Childs progress</li> <li>• Use alternative methods of communication where required</li> <li>• Use ICT to support teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in aspects of SEN specific provision, e.g. PECS, Makaton, TEACCH, behaviour management and knowledge of sensory processing needs</li> <li>• Knowledge and understanding of government legislation in safeguarding and child protection</li> <li>• Ability to lead an agreed area of the school's activity</li> <li>• Trained in aspects of SEN specific provision, e.g. Makaton, TEACCH, behaviour management, Lego Therapy</li> <li>• Experience of managing challenging behaviour, including implementing appropriate interventions</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to promote children’s independence in personal care</li> <li>• Knowledge of safeguarding and child protection policies and procedures</li> <li>• Knowledge of a wide variety of behaviour management strategies and techniques</li> <li>• Knowledge of confidentiality/data protection issues</li> <li>• Knowledge of the use of ICT (ie word processing, e-mail and internet capabilities)</li> <li>• Knowledge of how to contribute to the provision of a safe and supportive environment, health and safety</li> <li>• Knowledge of the complex difficulties facing childrens in their learning situations</li> <li>• Knowledge of how ICT is used to support childrens’ learning and ability to use ICT effectively in a classroom setting</li> <li>• Medicine and/or first aid administration</li> <li>• Support in implementation of SALT/OT programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to promote and reinforce Childs’s self esteem, independence and participation within the community</li> <li>• Experience in attending to intimate and personal care</li> </ul>
<p><b>Abilities</b></p>	<ul style="list-style-type: none"> <li>• Ability to diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of children behaviour</li> <li>• A good team worker who can work in a collaborative manner under the direction of a variety of teaching staff</li> <li>• Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post</li> <li>• Promote and reinforce children’s self-esteem, independence and participation within the educational setting</li> <li>• Ability to be creative and think outside of the box with innovative ideas</li> <li>• Excellent verbal and written communication skills and a good standard of numeracy</li> <li>• Ability to work flexibly</li> <li>• To work at pace</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Organisational and time management skills that are highly effective for managing a classroom environment</li> <li>• Ability to take responsibility and work with autonomy within set boundaries</li> <li>• To have a growth mindset and work with positivity at all times</li> </ul>
<p><b>Other Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Provide a high standard of customer service in all dealing internal and external to the MAT</li> <li>• Whilst every effort is being made to explain the main due to responsibilities of this post, each individual task undertake may not be identified</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>• The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who disabling condition</li> <li>• Represent and promote the ethos of the values of a Esteem Multi Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management, training and activities that contributes to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. safeguarding, health and safety, equal opportunities</li> </ul>