



## STONE LODGE SCHOOL

### Job Description

Job Title: **Teaching Assistant**

Salary: **Grade 5: £25,900 - £28,613 depending on experience  
(Actual salary £19,568 - £21,617 pa)**

Hours: **32.5 hours per week (term time plus 5 inset days)**

Responsible to: **SENCO**

### Overall Job Purpose:

To work in collaboration with class teachers to support the learning of students, some of whom have Special Educational Needs (SEN). To supervise and provide particular support for identified students, in 1:1, group or whole class situations, ensuring their safety as well as supporting them to access the learning.

### Main Duties and Responsibilities:

- Help plan, adapt and organise learning activities for students according to their needs and abilities, under the direction of the class teacher.
- To assist in the development of appropriate resources, schemes of work and teaching strategies, working with the teacher to ensure the provision supports each identified student's learning needs.
- Deliver learning activities for individuals and small groups of students under the professional direction and supervision of the class teacher.
- To contribute to creating a purposeful and supportive learning environment.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To assist in monitoring and evaluating identified students' progress through agreed assessment activities.
- Communicate with parents on a regular basis, updating them of their child's progress and discussing any concerns that have arisen.
- Promote positive behaviour around the school in line with the school's Behaviour Policy.
- Support students' social and emotional well-being, recognising signs of emotional concern, offering reassurance, and reporting concerns to the teacher or Safeguarding Lead as appropriate.
- Promote student inclusion within the school, supporting and encouraging communication, learning and social skills.
- Carry out administrative duties, such as preparing resources and clearing up learning spaces, including photocopying, filing, display making and presentation of students' work.
- Attend to students' personal care needs to ensure their wellbeing, safeguarding and health and safety.
- Assist with break/lunch-time supervision including facilitating activities.
- Participate in training and performance development programs as required.
- Attend staff meetings and coaching and/or supervision.
- To be a good role model in speaking and listening, using correct grammar.

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school.



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### Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"><li>• Maths and English Language GCSE grades A*-C (4-9)</li><li>• Have an awareness/knowledge of Health &amp; Safety at Work</li></ul>	<ul style="list-style-type: none"><li>• Level 3 in Supporting Teaching &amp; Learning in Schools or equivalent qualification</li></ul>
Knowledge, skills and experience	<ul style="list-style-type: none"><li>• Experience of working with young people in school or other learning environment.</li><li>• Ability to work to tight deadlines and be flexible in supporting other staff.</li><li>• Keen interest and passion for the education of young people and the enthusiasm to contribute more widely to the life and community of the school.</li><li>• Experience of leading small intervention groups for students.</li><li>• Ability to work effectively as part of a team.</li><li>• Ability to communicate well with students, staff and parents.</li><li>• Ability to organise own time to ensure that resources are available when required.</li><li>• An understanding of child protection, health &amp; safety, equal opportunities and confidentiality.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience supporting students with SEN.</li></ul>
Special aptitudes	<ul style="list-style-type: none"><li>• Possess an understanding of how children and young people develop and learn.</li><li>• To be able to relate well to students, understanding their needs and being able to respond accordingly.</li><li>• Possess tact and sensitivity when dealing with students, parents and staff.</li><li>• Good IT skills.</li></ul>	

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.***