



Job Description/Person Specification

Teaching Assistant

Herts Pay Scale H2 - 30 hours a week, term time plus 1 week

About the role:

We are looking to appoint a Teaching Assistant to join our very skilled and committed team. You will be working closely with teachers supporting the learning of students in a range of subjects. You will also be expected to provide support for students requiring personal care.

Responsible to: Assistant SENCo

Main Areas of Responsibility:

- Supporting other SEN students in a range of subject lessons
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- Carry out administrative duties, e.g. classroom resources, photocopying, filing, record keeping
- Assist the subject teacher with the planning and delivery of learning activities.
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Manage challenging pupil behaviour
- Support students in exams/assessments by reading and/or scribing
- In the role of Key Worker; liaise with parents and carers; meet an identified key student on a regular basis and record these meetings on a central log
- Be responsible for monitoring and reviewing Individual Educational Plans for identified key students
- Be aware of and support differences. Ensure that pupils have equality of access to opportunities to learn and develop
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person

Skills and Qualifications

- 5 GCSEs or equivalent including a C in both English and Maths
- Experience in the use of ICT
- Knowledge of current developments in supporting Teaching & Learning
- A strong regard for pupil safety and well-being
- A professional attitude to your work
- A positive approach to working with children and the ability to motivate, inspire and build rapport
- Understanding of helping vulnerable children

Person Specification

- Excellent communication and interpersonal skills
- Ability to work in a team
- Ability to show initiative
- Ability to help maintain a caring and supportive class environment
- Willingness to lead training in a specific area.
- A proactive approach to working with children
- Able to maintain confidentiality
- Commitment to safeguarding and promote the welfare of children

This job description is a guide to the work that you will be initially required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances.

November 2025