

Person Specification – Teaching Assistant

Qualities and Attributes	Essential	Desirable	Evidenced By
Education and Training			
Maths and English at grade C (or grade 4) or above	✓		Letter of application
Excellent standard of written English	✓		Letter of application
Level 2 TA Qualification		✓	Letter of application
Experience			
Experience of supporting children in a classroom environment, including those with special educational needs	✓		Letter of application/Interview
Experience of using Information Technology to support pupils in the classroom		✓	Letter of application/Interview
Confident on the telephone	✓		Letter of application/Interview
Experience of dealing with safeguarding disclosures		✓	Letter of application/Interview
Knowledge of SEN Code of Practice	✓		Letter of application/Interview
Willing to be directed by a the SENCO / Head of Year	✓		Interview
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	✓		Letter of application/Interview
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to	✓		Letter of application/Interview

achieve the intended learning outcomes			
Excellent organisational skills	✓		Letter of application/Interview
Ability to establish positive relationships with pupils and empathise with their needs	✓		Letter of application/Interview
Ability to work effectively and supportively as a member of the school team	✓		Letter of application/Interview
A good health and attendance record	✓		Letter of application/Interview
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	✓		Letter of application/Interview

Post Title: Teaching Assistant

Start date: 1st September 2026

Post Purpose:

To promote the Catholic Life and Mission of the school
To support classroom teachers with learning, interventions and pastoral care
To work closely with parents of pupils in their year group

Reporting to: The Assistant Head Teacher for Inclusion

Working Time: 32.5 hours per week, Term Time Only (reliant on SEND funding)

Salary: Grade 2 SCP 3-8 (£24,796 - £26,823 FTE)

Disclosure Level: Enhanced

Specific Duties

- Support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate
- Some administrative tasks
- Support the activities of individuals or small groups
- Establish and maintain relationships with individual pupils and groups of pupils
- Contribute to Individual Education Plans as appropriate
- Update Pupil Learning Plans and Pupil Passports
- Support pupils during learning activities
- Promote pupils' social and emotional development
- Contribute to the health and well-being of pupils
- Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities
- Assist in preparing and maintaining the learning environment
- Contribute to the management of pupils' behaviour
- Contribute to maintaining pupils' records
- Support the maintenance of pupils' safety and security
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Provide general administrative support, for example, administer coursework, produce worksheets
- Undertake joint home visits as appropriate and in line with LEA policy
- Support the development and effectiveness of team work within the school environment

- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages within the school
- Support the use of information and communication technology in the classroom
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

Safeguarding commitment

Archbishop Ilsley is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;

- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret that we cannot sponsor candidates from abroad or provide a work visa. As a new employee you will be expected to uphold and promote our strong safeguarding culture.