



Teaching Assistant



Post Title:	Teaching Assistant
Salary:	Grade 2, Point 3 (Points 1-4)
Contract:	35 hours per week, 39 weeks per year
Start Date:	1 September 2026
Responsible to:	Assistant Headteacher
Application Deadline:	Thursday 25 June 2026 at midday



Advertisement – Teaching Assistant

Grade 2, point range 3 Salary: £24,796 (pro rata). The actual salary payable is £19,998 per annum, paid monthly over 12 months.

This post is to work term time, plus 5 PD training days = 39 weeks per year, 35 hours per week.

1 September 2026 start. Permanent contract.

Required for a September 2026 start, applications are invited for a Teaching Assistant to support the education of students in Years 7 – 11, as a result in an increase in student numbers.

The successful candidate will be part of an experienced team of Teaching Assistants based in the Learning Support Resource at Bungay High School. Each TA has a set timetable, supporting students in the lower school (Years 7-11). Support for students is in class or in small group work and 1:1 teaching away from the classroom and managed by the SEND Manager. Candidates will require some experience or aptitude for mentoring young people, supporting or delivering skills clubs and scribing for students during exams.

Bungay High School is a high achieving and thriving comprehensive school situated in a pleasant rural area. We are 20 miles from Norwich and 15 miles from the delightful heritage coast. We have fantastic students, great staff and a commitment to success for all. We have an excellent CPD programme and are committed to staff development.

Should you wish to apply for this role, please do so via **My New Term**. Should you have any queries, please contact Mrs Blake, Headteacher's PA: 01986 891642 or email: rblake@bungayhigh.co.uk.

Please note we do not accept CVs. No Agencies.

Closing date for applications is Thursday 25 June 2026 at midday. Please write your covering letter of application to Chanel Oswick, Headteacher.

Interview date will be sometime during week beginning 29 June 2026.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. A DBS check will be required for this post.

*Our values, which underpin every decision we take and the systems we use, are demonstrated in The Bungay Way, underpinned by our character virtues of **RESPECT, RESILIENCE, REFLECTIVENESS and RESPONSIBIITY**. We have a comprehensive student character-building programme, through which we are working towards the nationally recognised Character Quality Mark.*



Job Description

Job details: To provide learning and support for students with special educational needs (SEN), to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the SEN Manager/classroom teacher to plan and deliver activities supporting the student/s in lessons

Contract: Permanent

Responsible to: SEN Manager and Assistant Headteacher – SEND and Safeguarding

Working time: 35 hours per week, 39 weeks per year

Start: 1 September 2026

Main duties and responsibilities -

The following are a range of duties and responsibilities that the post-holder may be required to undertake under the direction of the SEN Manager:

- Liaise with the SEN Manager regarding strategies to be applied
- Support staff and the wider teaching assistant team in how best to respond to SEN students and offer suggestions of successful strategies applied
- Keep appropriate records of work with students according to the DfE Code of Practice and LA Policy on Special Educational Needs
- Liaise with the SEN Manager and Assistant Headteacher as required
- Work closely with departments to support students
- Support student intervention strategies
- Liaise with Heads of Year/Assistant Heads of Year and Assistant Headteacher – Behaviour and Rewards
- Attend lunch club and share with other members of the team, additional areas of work which support the running of the school's SEN support base
- Specialist student support and/or 1:1 student support

Student Support –

- Support students with EHCP in lessons across the curriculum. Deployment will be established by the SEN Manager according to the students' EHCP objectives and Individual Education Plans
- Be a point of contact for students
- Help students plan their time management
- Accompanying students on trips and residential visits, taking responsibility for the students' well being

Support of Teachers –

- Assist subject teachers in their work with students with SEN, particularly in relation to targets and IEPs



- Maintain records and incident reports as required and work to the protocol of the department
- Support teaching staff to ensure that the aims and objectives of the lesson and school are being met

Curriculum provision

- To assist the Heads of Department in ensuring that the curriculum area provides a range of support materials which complement the school's strategic objectives
- Develop and produce exciting displays which complement faculty topics and engage students' learning

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management review process
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Management Information

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for stock control

Communications

- To communicate effectively with the Heads of Department
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist in the identification of resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.



Person Specification

Key: E = Essential, D = Desirable

CRITERIA	QUALITIES	KEY
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	<ul style="list-style-type: none"> • E
Experience	<ul style="list-style-type: none"> • Experience of working in a SEN department supporting young people will be advantageous • Have experience of working with students with a wide range of SEN. This will include several of; dyslexia, ADHD, dyspraxia, students on the autistic spectrum, students where English is a second language, students with sight or hearing challenges • Have experience of supporting at least one curriculum area • Have experience with numeracy and literacy commensurate with the responsibilities 	<ul style="list-style-type: none"> • D • D • D • E
Skills and knowledge	<ul style="list-style-type: none"> • Able to work on your own initiative, solve problems and work independently • Have a good knowledge of and ability to work to school policy documents, school aims and objectives, school procedures and protocols • Work creatively in supporting strategies and programmes that build opportunities for young people to develop and fulfill their potential • Assist teachers in creating a positive learning environment 	<ul style="list-style-type: none"> • E • E • D • D
Personal qualities	<ul style="list-style-type: none"> • The ability to work under pressure and prioritise effectively • Be able to work effectively in a team situation • Be able to work towards resolving frustration before it develops into conflict • Be aware of issues that require referral to the SEN Manager or Assistant Headteacher – Behaviour and Rewards • Be sensitive to student needs • Be able to encourage students • Be able to liaise closely with the teaching staff and work as a team member in the classroom environment • Be able to provide feedback to students, teachers and management of the progress of students • Be fully aware of the needs of confidentiality and maintain high standards in this area • Be able to use SEN equipment 	<ul style="list-style-type: none"> • E • E • D • D • E • E • E • E • E
Level of Autonomy	<ul style="list-style-type: none"> • Be able to work with and take responsibility for small groups of students • Able to make decisions and know when to refer queries • Able to manage new initiatives 	



Notes:

This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar level or nature are not excluded simply because they are not itemised. The duties of the post may vary from time to time, resulting from new legislation, changes in technology or policy and in this case appropriate training may be given to enable the postholder to undertake this new of varied work.

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