



THE ADEYFIELD ACADEMY

JOB DESCRIPTION

Teaching Assistant

The post holder is required to perform the duties below. They will be responsible to the SENCO and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the staff appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Principal by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Main Areas of Responsibility

- To provide high level support to teachers in removing the barriers to learning for students with additional needs
- To lead small group and one to one interventions
- To undertake a Key Worker role
- To ensure precise monitoring of attendance of all SEND students in liaison with Head of Year
- To safeguard all individuals within the school community

Duties and Tasks

Teaching Assistant:

- Attend to students' personal needs, including social, health and welfare matters
- Provide administrative support, e.g. writing student profiles, preparing resources and record keeping
- Assist with the planning and delivery of learning activities, this will involve:
 - o clarifying and explaining instructions
 - o ensuring students are able to use equipment and materials provided
 - o motivating and encouraging students as required
 - o assisting in weaker areas
 - o instructing students to concentrate on and finish work set
- Accompany teachers and students on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Take responsibility of a key area of focus such as Dyslexia, ASD amongst others as requested by the SENCO
- Within the role of key worker to liaise regularly with parents/carers and external professionals as required. Keeping accurate records of all points of contact
- Use specialist curricular knowledge or experience to support students' learning
- Use ICT for learning activities and support students to develop competence and independence in the use of ICT
- Assist with the development and implementation of Student Profiles, Education, Health and Care Plans and personal care programmes
- To attend tutor review meetings and parents meetings of the students they are supporting
- From time-to-time, supervise whole classes during the short-term absence of a teacher as required or requested by SLT
- Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives



- Monitor attendance of all SEND students
- Assist with extra-curricular activities e.g. home learning club
- Undertake targeted interventions with small groups or individual students at the direction of the line manager

Other responsibilities/tasks as required by the Principal:

- There is scope for development to reflect personal aspirations and skills.

Contacts

- There will be contact with staff. There may be contact with non-staff and members of the public.

Supervision

- Day to day supervision is carried out by the SENCO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.

August 2026

