



JOB DESCRIPTION

Teaching Assistant (Secondary) - Overview and purpose

Job description: A Teaching Assistant will be expected to:

- A. support students with Special Needs and Disabilities (SEND).
- B. work with teachers to support the progress and attainment of pupils in lessons.
- C. promote responsibility for Learning, resilience and independence in the pupils they work with.
- D. contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress to the class teacher/leaders as appropriate to their level and role.
- E. work with small groups or with pupils 1:1 under the teacher's direction.
- F. maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- G. promote, support and facilitate inclusion by encouraging participation of all pupils in social time.
- H. liaise with other professionals, parents and carers as directed by their line manager.
- I. carry out break duties, lunch duties or supervision of pupils as directed.
- J. undertake appropriate professional development as part of their appraisal process.
- K. support extracurricular activities/after school intervention/training as part of their allocated non term time working days.

In addition to the main duties detailed above, a Teaching Assistant would be expected to carry out any further duties as reasonably required by the Principal.

	CRITERIA	Essential / Desirable
Personal Qualities	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	E
	Conscientious and diligent work ethic	E
	High expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults	E
Professional Dispositions	Commitment to the Trust's Christian ethos and educational purpose	E
	Pro-active in using initiative	E
	Creative, constructive, insightful and innovative approach to problem-solving	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising own workload	E
	Flexibility, on occasions and within reason, in approach to working hours	D
	Evidence of learning beyond the workplace	D
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C or higher	E
	A-levels or equivalent.	D
	Degree or similar level vocational / professional qualifications	
Experience	Able to work effectively as part of a team	E
	Working within a school environment	D
	Working with and supporting students in a classroom environment	D
	Qualifications and experience in First Aid	D
	Experience of supporting students with SEND: ASC and communication barriers	E
	Experience of supporting pupils who have an EHCP	D
Knowledge	Good levels of literacy and numeracy	E
	Sound knowledge of Safeguarding	E
	Competent in using Microsoft applications (esp. Word, Excel, PowerPoint)	D
	Ability to plan, organise and prioritise effectively	E
Communication skills	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally.	E
	Complete discretion and confidentiality	E
	Confident and concise communication with parents/carers and professionals	
Educational Qualities	Ability to identify barriers and support pupils to achieve and make progress	E
	Ability to recognise the right support that is needed to promote independence	E