



GREATFIELDS SCHOOL

Dream it.  
Believe it.  
Achieve it.

Great Careers

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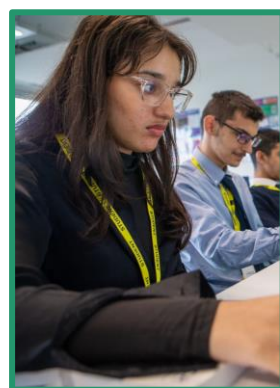
# JOB PACK

**POST:** Teaching Assistant

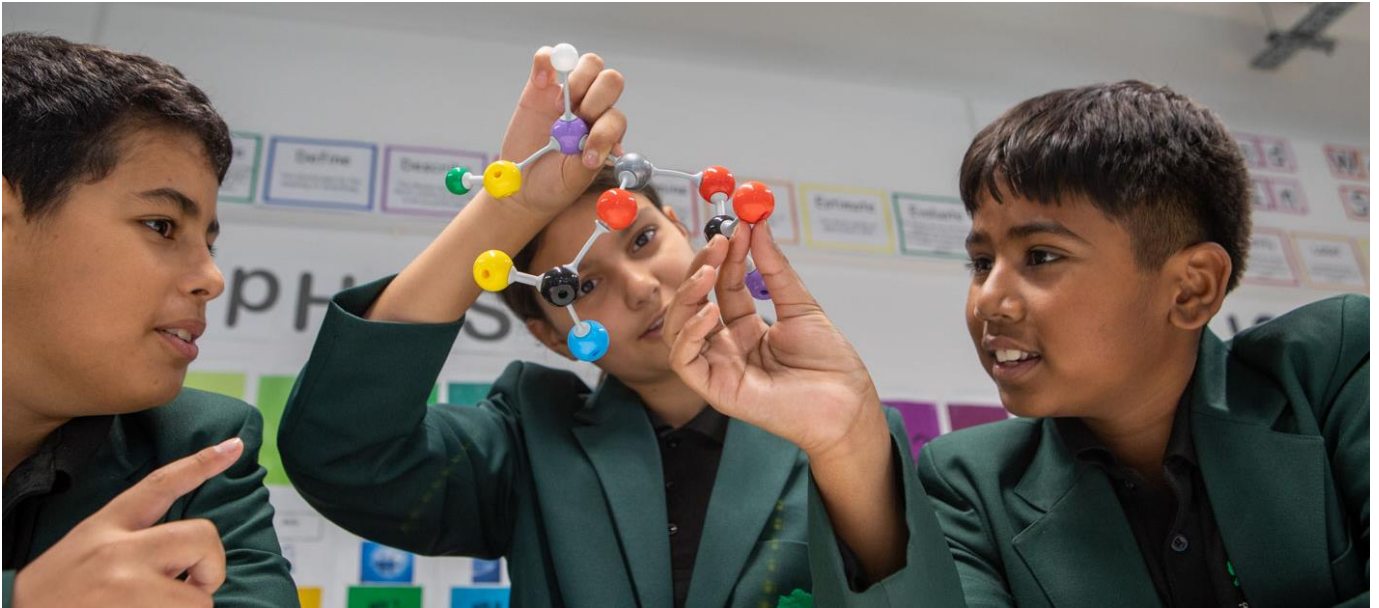
**SALARY:** APT&C Scale 4 term time only, £26,051 actual salary

**CLOSING DATE:** Wednesday 24<sup>th</sup> June at 12pm

**INTERVIEWS:** Tuesday 30th June 2026



*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*



## The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 1250 students, and our Sixth Form opened in September 2022.

## Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital.

We passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

We care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



## Job description

**Line Manager:** Assistant SENDCo

### Core responsibilities and duties:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Working with individuals or groups of children.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Establish positive relationships with pupils supported.
- Provide feedback to pupils in relation to progress under the guidance of the teacher.
- Support pupils with activities which support literacy and numeracy skills. To keep accurate records of all interventions.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task. To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To assist with the display and presentation of pupils' work.
- To supervise pupils for limited and specified periods including break times.
- To assist with escorting pupils on educational visits.
- Assist pupils with personal care and medical needs in accordance with individual care plans, school policies, and safeguarding requirements, promoting independence wherever possible

**Notes:** The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the Head of Department or Head of School within the grading level of the post and the competence of the post holder.

***This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.***