



Job Description and Person Specification: Teaching Assistant (TA)

Salary:	£22,000 - £25,000
Working Pattern:	Full-time
Contract Term:	Permanent
Location:	Include St Matthews, Darley Abbey, Derby, DE221DQ
Reports to:	Head of Centre

Main Purpose

The purpose of the Teaching Assistant (TA) is to support students with their learning and general wellbeing to ensure each child has the best opportunity to reach their full potential in a caring and safe environment. This includes supporting a positive behaviour management system and adopting a tailored approach to meet individual needs.

Duties and Responsibilities

Welfare and Safeguarding

- Support students' physical, social, and emotional wellbeing, promoting independence, resilience, and self-confidence.
- Take responsibility for safeguarding and promoting the welfare and wellbeing of students in accordance with Include Education Group policies, including Safeguarding and Prevent.
- Ensure a high standard of personal care for the students, carefully monitoring the health and wellbeing of the students and passing on information to relevant colleagues and other professionals with both concerns and positive changes.
- Establish a positive relationship with students in order to support them in feeling safe and enabling them to enjoy and learn.
- Build positive relationships with parents/carers, supporting clear communication and a consistent, joined-up approach to each child's development.

Support Teaching and Learning

- Prepare and organise engaging learning materials to support differentiated teaching and personalised learning plans.





- Adapt classroom support to meet individual students' needs, abilities, and interests, ensuring inclusive access to the curriculum.
- Provide targeted one-on-one and small group support to reinforce learning and promote progress.
- Assist with whole-class activities, encouraging active participation and positive engagement.
- Help create and maintain a safe, stimulating, and inclusive learning environment.

Attainment and Progress

- Work with students to support their learning, providing further explanation where needed and feedback in relation to attainment (under the guidance of the teacher).
- Monitor student progress, maintain accurate records and contribute to review meetings and support plans (e.g. EHCP reviews).
- Work collaboratively with teachers, the SENCo, Assistant SENCo, and external professionals such as Speech and Language Therapists and Educational Psychologists.

Monitoring and Recording

- Participate in the planning and evaluation of learning activities.
- Provide meaningful feedback on student attainment and progress, including next steps.
- Support the teacher in monitoring, assessing, reporting, and recording student progress according to Include Education Group policies.
- Ensure all documentation relating to incidents, health, behaviour, etc. is completed accurately and in accordance with policy.
- Communicate effectively both verbally and in writing with colleagues and stakeholders to ensure relevant information regarding students is communicated effectively to support their development and wellbeing at all times.

The duties outlined in this job description are not exhaustive and may be amended from time to time in line with the needs of the organisation.





Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English qualification (or equivalent). 	<ul style="list-style-type: none"> Relevant classroom support qualification. Additional training or qualifications related to SEND.
Experience	<ul style="list-style-type: none"> Experience of working with children. Experience of, or understanding of, Special Educational Needs and Disabilities. Experience of providing one-to-one support to students. 	<ul style="list-style-type: none"> Previous experience of working within a relevant SEND provision. Experience of supporting children with Speech, Language and Communication Needs (SLCN)
Personal qualities	<ul style="list-style-type: none"> Good organisational skills and accurate record keeping. Creative, imaginative, and able to engage learners. Patient, calm and consistent, with the ability to set clear boundaries. Enthusiastic and committed to supporting students' development. Adaptable and flexible in response to students needs and school routines. Able to work effectively as part of a team. Strong communication skills with staff, parents, and external agencies. 	
Skills and Knowledge	<ul style="list-style-type: none"> Understanding of Safeguarding principles and Child Protection procedures. Ability to promote independence, positive behaviour, and personal development. 	
Other Requirements		





Safeguarding Commitment

Include Education is committed to Safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, prohibition checks, satisfactory references, and safer recruitment vetting in line with statutory guidance.

