



## TEACHING ASSISTANT

### Job Description

SPINAL POINT RANGE (OUTER LONDON, NJC FOR LG SERVICES): 8-10

RESPONSIBLE TO: Director of Operations & Compliance

CONTACTS: Internal: Staff and students  
External: Suppliers

MAIN SCOPE OF JOB:

1. To establish relationships with the class and subject teacher as a starting point for giving support to individuals and small groups within the classroom
2. To support students with a range of Additional Educational Needs both inside and outside the classroom in different subject areas. This would involve playing a different role in each classroom situation e.g. encouraging a student with her work or reading activities to the student

### Duties and Responsibilities

#### A Duties

- a) To build up relationships with students who may not have previously experienced much success at school.
- b) To liaise with subject teachers gaining key information about units of work in order to prepare for supporting students in lessons
- c) To work with individuals and small groups of students outside of the main class
- d) To assist students with homework after school on specified days
- e) To share strategies for meeting individual student's needs with teaching and other support staff
- f) To contribute to annual reviews for specific students
- g) To support students who have personalised learning programmes including those who attend local colleges for a day per week
- h) To make contributions to the team meetings giving strategies and progress updates for specific students.
- i) To monitor specific students' progress towards meeting their individual targets, to work closely with the students to review and set new targets.

Reviewed June2025

- j) To ensure that students are working towards achieving their individual targets
- k) To keep accurate and up to date records of student progress
- l) To contribute to helping with transition activities for students moving from primary to secondary schools.
- m) To work effectively as a member of the team responding to the needs of students on the basis of the department's policies and agreed practices.

## **B Equal Opportunities**

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, students and visitors.

## **C Other Duties**

Carry out any other duties commensurate with the general level of the responsibility of the job.

### **Person Specification**

- Experience of working with young people.
- The ability to communicate easily with colleagues in school
- A firm, calm approach when working with young people
- Sensitivity to different individual needs of students and their families
- The ability to be flexible while responding to the ever changing needs of students.
- A commitment to inclusion and equal opportunities
- To be willing to attend training and to share new developments with other colleagues
- To have secure writing skills for recording student progress.
- To have a sense of humour
- To be an excellent team player

### **Benefits**

- A highly skilled, professional and supportive staff body
- Excellent in-school career advancement opportunities
- Comprehensive professional development and training opportunities
- Enrolment into the Local Government Pension Scheme (LGPS)
- National College membership for all staff
- A comfortable and well-resourced working environment
- A programme of staff social events
- A dedicated member of the Leadership Team for staff wellbeing
- Free tea and coffee and free breakfast and lunch on inset days
- Dedicated staff well-being service (Employee Assistance Programme)
- A longer October half term
- Free zumba every week for all staff
- Onsite parking

- Free electric car charging facilities

- **Equal Opportunities and Safer Recruitment**

- Swakeleys School for Girls is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability. Please note that Swakeleys School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the School.
- As part of our recruitment process we will also carry out an online search for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before the interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in paragraph 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request.

- <http://www.swakeleys.hillingdon.sch.uk>

- **Swakeleys School for Girls**, Clifton Gardens, Hillingdon, UB10 0EJ
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