

# Job Description: Teaching Assistant (KS2 - KS4)

**Location:** Burlington House School

**Contract:** Full-time

**Start Date:** Sept 2026

**Reporting to:** SENCo / Headteacher

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## Role Purpose

To support teaching and learning across KS2 to KS4, with a particular focus on Supporting learning in the classroom, behaviour management, pupil engagement, sensory regulation, and targeted interventions across the curriculum.

The role involves working closely with teachers, pastoral and Therapy (OT & SALT) staff to ensure pupils are supported to access learning in a calm, structured, and consistent environment, while also helping pupils make progress and be appropriately challenged.

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## Key Responsibilities

### Classroom Support & Management

- Support teachers in maintaining a **calm, structured, and purposeful classroom environment**
  - Actively support **behaviour management strategies** in line with school systems
  - Help pupils stay on task and engaged in learning activities
  - Provide targeted support to individuals or small groups within lessons
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### Sensory Regulation & Pupil Support

- Support pupils with **sensory needs**, using agreed strategies and interventions
  - Recognise signs of dysregulation and respond in a calm, consistent manner
  - Support the use of **sensory tools, movement breaks, and regulation strategies**
  - Work closely with therapy and pastoral teams to implement support plans
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### Interventions & Progress

- Deliver **targeted interventions** (1:1 or small group) to support academic progress
- Support pupils in **closing gaps in learning** and reinforcing key skills
- Encourage pupils to **extend their learning**, not just complete tasks

- Use questioning and support strategies to **push pupils to think more deeply and work more independently**
  - Follow structured intervention plans and contribute feedback on pupil progress
  - Support preparation and follow-up of intervention sessions
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### **Learning Support**

- Adapt and support learning tasks to meet individual pupil needs
  - Encourage independence while providing appropriate levels of support
  - Reinforce key learning and instructions given by the teacher
  - Support pupils in developing confidence, resilience, and ownership of their work
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### **Pastoral & Wellbeing**

- Build positive relationships with pupils to support emotional wellbeing
  - Support transitions between lessons and throughout the school day
  - Promote positive behaviour, routines, and expectations
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### **Collaboration & Communication**

- Follow direction and guidance from teachers and senior staff in a **positive, professional, and responsive manner**
  - Work closely with teachers, therapists, and pastoral staff
  - Share relevant observations about pupil progress, behaviour, and engagement
  - Contribute to meetings and reviews where appropriate
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### **General Duties**

- Maintain a safe, inclusive, and well-organised classroom environment
  - Fulfil safeguarding responsibilities at all times
  - Contribute to wider school life where appropriate
  - Contribute to wider school events and enrichment activities, including school trips.
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### **Person Specification**

#### **Essential**

- Experience working within **SEND or specialist setting**
- Experience working with children or young people (preferably KS3/KS4)
- Experience supporting pupils with additional needs (e.g. SLPD, ASD, ADHD)

- Strong understanding of **behaviour management and classroom support**
  - Ability to support **pupil progress and engagement**, not just task completion
  - Ability to remain calm and consistent in a range of situations
  - Good communication and teamwork skills
  - Organised and proactive approach
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### **Desirable**

- BDA Training Level 3 ( if not Training will be provided)
  - Understanding of **sensory processing and regulation strategies**
  - Experience delivering or supporting **interventions**
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### **Safeguarding**

Burlington House School Tooting is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check.