



Job Description

June 2025

Job Title:	Teaching Assistant
Department:	Special Educational Needs
Reporting to:	SENCO

MAIN PURPOSE

- To work under the direct instruction of teaching/senior staff, within the classroom & learning support base.
- To ensure students are happy, engaged and making good progress according to their age, interests and abilities.
- To safeguard and promote the welfare of every child in school.
- To support the school in its commitment to the provision of equal opportunities for all students regardless of race, gender, disability or social background.
- To support the department in maintaining a positive learning environment and effective, co-operative working relationships between staff, students and parents.
- To show passion and enthusiasm for the subject area and promote a high quality learning experience in lessons, homework and extra-curricular activities.
- To support students to become more independent and self-regulating
- To ensure students are 'learning-ready' and pro-actively seek to support students in this
- To support the vision, ethos and policies of the school and promote high levels of achievement.

JOB PROFILE

Support for the student

- Establish good working relationship with students and act as a role model.
- Be aware of and respond appropriately to individuals with a social communication need.
- Promote inclusion and acceptance.
- Encourage interaction with others and engagement in activities led by the teacher.
- Encourage students to act with greater independence in relation to learning, self-regulation and self-motivation.
- To maintain a structured daily routine to support the students with day to day expectations of school life.
- To support students to ensure they can access mainstream learning through the delivery of pre-prepared learning programmes

Support for the teacher

- Prepare classroom as directed for lessons and clear afterwards.
- Report student achievements, progress and issues as appropriate in agreed format.
- Manage student behaviour in line with school policy and ensure reports are made in agreed school format.
- Gather/report basic information from/to parents/carers as directed, in order to provide consistency in approach.
- Assist with the display of children's work.



Support for the curriculum

- Prepare and maintain equipment and resources as directed.
- Assist students in the use of appropriate resources with appropriate lesson plan.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.