



URSULINE HIGH SCHOOL
TEACHING ASSISTANT
JOB DESCRIPTION

Post Title: Teaching Assistant

Grade: ME4, points 3-4 £27,729 - £28,125 [paid pro rata]

Responsible to: SENDCO

Date: June 2025

Job Context: The Ursuline High School at Wimbledon is a Roman Catholic Voluntary Aided secondary school for girls aged 11-18. It is under the trusteeship of the Roman Catholic Archdiocese of Southwark and is maintained by the London Borough of Merton. It works in partnership with Wimbledon College at Sixth Form level.

Job Purpose: To assist teachers in giving additional support to students with special educational needs within a mainstream school.

Accountable to: Responsible to SENCO for the progress and wellbeing of students and students with Autistic Spectrum Condition and Emotional Behaviour Needs.

Job Description

Main Duties

Teaching and Learning

1. To develop knowledge of a range of learning support needs and an understanding of the specific ASC needs of the students.
2. Taking into account the learning support involved, to aid students to learn as effectively as possible both in group situations and on her own by:
 - Clarifying and explaining instructions.

- Supporting the emotional wellbeing of individual students.
 - Ensuring the student is able to use equipment and materials provided.
 - Motivating and encouraging the student as required.
 - Assisting in weaker areas e.g. language, behaviour, reading, spelling, handwriting/presentation.
 - Providing clear, diagnostic feedback to the student.
 - Helping students to concentrate on and finish work set.
 - Meeting physical needs as required whilst encouraging independence.
 - Independently developing appropriate resources to support the students, using the Schemes of Work provided.
 - Taking initiative in preparing questions and resources to support individual learners.
3. To contribute to student's SEND profile, write relevant reports and offer clear information on impact of support.
 4. To contribute to annual reviews of student's progress as advised.
 5. To monitor progress on a half termly basis in core subjects and contribute towards targets for students, in liaison with SENCO and Heads of Faculty.
 6. To assist the subject teachers (and other professionals as appropriate) in the development of a suitable programme of support for students.
 7. To attend and contribute on a weekly basis to SEND meeting regarding the needs of students.
 8. To attend weekly department meeting in line with allocated 'lead' subject area and offer support and guidance on SEND.
 9. To support students with homework at homework club following period 6.

Ethos

1. To support, uphold and contribute to the development of the school's equality policies and practices in respect of both employment issues and the delivery of services to the community.
2. To develop methods of promoting/reinforcing the student's self esteem.
3. To be aware of confidential issues linked to home/student/teacher/schoolwork and to keep confidences appropriately.
4. To encourage acceptance and inclusion of students with special needs.
5. To implement school procedures.
6. To establish a supportive relationship with the students concerned.

7. To be actively committed to the Safeguarding of young people.
8. To mentor allocated student(s) at break time to ensure organisation, attendance and homework are all up to date and to support the development of self-esteem and resilience.

Administration

1. To contribute to the maintenance of student's progress records.
2. In conjunction with the subject teachers and/or other professionals to develop a system of recording the student's progress.
3. To keep copies of all profiles and seating plans for the key students supported.

Communication

1. To liaise, advise and consult with other members of the team supporting the students when asked to do so.
2. Where appropriate, to develop a relationship to foster links between home and school. To keep in regular contact with parents/carers of students allocated for mentoring.
3. To provide regular feedback about the students to the teacher.

Safeguarding

1. To follow the school's Safeguarding Policy and Procedures in order to keep every student safe.

Continuing Professional Development

1. To attend relevant in-service training.