

Job description

Teaching Assistant



Job Title:

Teaching Assistant

Salary:

H3 pro-rata

Actual annual salary £6,757 - £13,722

Full time salary range £27,180 -
£27,600

Contract:

Fixed term appointment until July 2027,
part time

11 to 22 hours per week, 2 to 4 days a
week (8:50am to 3:05pm), flexibility as
to days worked

Term time only (38 weeks)

The Role:

The core work of the Teaching Assistant will be
driven by the SENDCo.

Core Accountabilities

Supporting students with Special Educational
Needs.

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Supporting Students

- Support students in the classroom to ensure equal access to learning opportunities.
- Foster independent learning and active inclusion for all students.
- Prepare and arrange learning resources under the direction of the class teacher and SENDCO.
- Support classroom teachers in monitoring, assessing, and recording student progress, providing feedback on learning barriers, progress and behaviour.
- Deliver targeted 1:1 and small-group support for high-needs students.
- Assist the Learning Support team in planning, implementing, and evaluating intervention programs.
- Support student social and emotional well-being, managing challenging situations calmly and empathetically.
- Supervise students during unstructured times such as break times, lunchtimes or movement between lessons.
- Accompany students on school trips and extracurricular activities to ensure inclusion and accessibility.
- Participate in relevant professional development, whole school training days, and specialist SEND training relevant to student needs.
- Prepare and coordinate documentation and information for IEP or EHCP annual reviews.
- Assist the SENDCO with daily operational support for specific SEND students and external agency involvement.
- Adhere strictly to school safeguarding protocols, promptly reporting any safety or wellbeing concerns.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths	✓	
Experience	Experience of working with children		✓
Skills and knowledge	Ability to make effective use of ICT to support teaching and learning	✓	
	Understanding of the curricular requirements of the school		✓
Personal qualities	Being aware of and supporting difference	✓	
	Ability to work with a minimum of supervision and within a team	✓	
	Ability to problem solve and work within a team	✓	
	Ability to keep accurate records	✓	



Sandringham School
The Ridgeway,
St Albans,
Hertfordshire,
AL4 9NX

www.sandringham.herts.sch.uk