

JOB PROFILE

Teaching Assistant



This job profile describes the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is not intended to be an exhaustive list of all duties and responsibilities which may be required and may be subject to amendment or modification at any time in consultation with the post holder.

JOB PURPOSE

To work as part of the Learning Support Team in supporting and including students in mainstream classes and small group interventions, in particular those who are included on the SEND Register and/or students who would benefit from catch-up literacy and numeracy.

KEY ACCOUNTABILITIES

Under the direction of the subject teacher and/or SENCO:

1. To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
2. To assist in the planning, preparation and adaptation of teaching materials and equipment to enable students' access to the curriculum.
3. To reinforce learning and promote independent learning.
4. To support the students' needs for encouragement, reassurance.
5. To raise student confidence and enhance self esteem.
6. To attend to the students' personal requirements and physical care as necessary and to encourage independence.
7. To provide regular feedback in relation to progress and achievement of students to the subject teacher & SENCO.
8. To contribute where appropriate to Annual Reviews.
9. To attend TA meetings and participate in relevant whole staff development activities.
10. To assist in the administrative and clerical tasks of the learning support department.
11. To assist in the running of lunch-time activities as required.
12. To supervise students at break time and/or lunchtime as required.
13. To be committed to the safeguarding and welfare of children in order to comply with the school safeguarding policy.
14. Any other duties commensurate with the role

PERSON SPECIFICATION

Skills and Knowledge

Essential

- A positive and flexible attitude towards students and the issues, which affect their learning.
- Basic IT skills.
- Able to follow Instructions.
- Able to plan and prioritise regular and irregular tasks.
- Able to clarify and explain instructions to students.
- Able to communicate effectively with students.
- Able to motivate students to learn.
- Able to assist with the organisation of the learning environment.
- Able to undertake routine tasks under the direction of a teacher.
- Able to maintain records and student files.
- Able to work effectively with adult team members.
- Able to maintain confidentiality
- Able to set a good example in terms of dress, punctuality and attendance
- Able to lead small group interventions for literacy and numeracy

Desirable

- Relevant experience of working with young people with special educational needs and disabilities.
- Willing to support students with medical needs, with relevant training.
- Relevant experience of working in an educational setting (mainstream or specialist)

Qualifications

Essential

- A level educational attainment, with a minimum of Maths, Science and English to a good GCSE standard

Desirable

- Educated to degree level in any subject.
- A First Aid qualification would be an advantage. Training will be given if necessary.

January 2026