



JOB DESCRIPTION

JOB TITLE **TEACHING ASSISTANT**

- Inner London Non-Teaching – Scale 6 | Part Time (Monday, Thursday, Friday)
- Start Monday 2nd November 2026

LINE MANAGED BY ARP (Additionally Resourced Provision) SENCo

- PURPOSE OF ROLE** To support students' learning, social, emotional and physical development towards independence within the school, in the context of the school community, class and alternative resource. Specifically:
- To work under the supervision and guidance of the ARP SENCO, class teacher and other professionals in the management and assessment of students with additional needs and those who are disadvantaged
 - To provide general support to subject teachers in the organisation, supervision and instruction of students with additional needs
 - To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and to develop.

KEY AREAS OF IMPACT

SUPPORT FOR STUDENTS

- To facilitate and contribute to students' learning and help students access the curriculum
- Clarify and explain classroom instructions and lesson content
- Assist in areas such as language, reading, spelling, handwriting, presentation, numeracy and behaviour
- Help students concentrate and finish work set
- Aim to meet physical and sensory needs as necessary
- Ensure students are able to use equipment and materials provided, and differentiate/adapt as necessary
- Aim to foster independence and provide challenge to students
- To support students through a range of individualised programmes under the guidance of professional staff, and to ensure that any necessary specialist equipment is utilised to enhance learning. This role would have a specific focus of Key Stage 4 and 5 literacy.
- To facilitate students' access to specialist provision as outlined in their Education Health Care Plan or professionals' reports.
- To be aware of students' individual needs, targets and strategies as outlined in their files and profile.
- To keep electronic records of their day-to-day progress if directed.



– JOB DESCRIPTION –

Teaching Assistant

- To liaise with parents/carers, and other agencies involved in supporting students e.g. educational psychologist, speech and language therapist, occupational therapist, under the direction of the SENCO.
- To exchange and review information, both formally and informally, on the day-to-day management of students, with the SENCO and colleagues, and to attend meetings concerning individual students.
- To prepare for, attend and contribute to review meetings for students with additional needs
- To record and monitor student progress
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled
- To undertake the role of keyworker for students with additional needs, liaising with teachers, parents and other agencies.

SUPPORT FOR THE TEACHER

- To work in collaboration with subject teachers to support students in the classroom and to adapt teaching materials as necessary.
- To work on differentiated activities with identified groups
- To supervise practical tasks being carried out by individuals and groups.

SUPPORT FOR THE SCHOOL

- Delivery of an intervention working with specific students on the SEN register
- To attend relevant meetings for the purpose of reporting on and receiving information about students with additional needs, and to disseminate information to key stakeholders
- To ensure the smooth running of the school day by providing cover for absent TA colleagues when required
- To participate in training opportunities and professional development as required
- To assist in work familiarisation and induction of new members of staff
- To have awareness of policies and procedures related to child protection, health and safety, additional needs, and data protection reporting all concerns to the named person
- To assist with the supervision of students out of lesson time but during the school day, as necessary for their safety, well-being or to advance their learning or social interaction.
- To accompany teaching staff and students on visits and out of school activities within contracted hours as required
- To administer and mark routine tests under the guidance of the SENCO
- To support students during exams and assessments as directed by the SENCO
- Other responsibilities of a similar nature and a similar responsibility level to those described may be allocated from time to time.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and may be subject to amendment at any time after consultation with the postholder.